DOCUMENT RESUME

ED 239 617 IR 050 576

TITLE	Branch Libraries in ARL Institutions. SPEC Kit 99.
INSTITUTION	Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE	Dec 83
NOTE	115p.
AVAILABLE FROM	Association of Research Libraries, Office of Management Studies, Systems and Procedures Exchange Center, 1527 New Hampshire Ave., NW, Washington, DC 20036 ($15.00 per copy for nonmembers; $7.50 per copy for members).
PUB TYPE	Collected Works - General (020) -- Viewpoints (120) -- Reports - Research/Technical (143)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Academic Libraries; *Branch Libraries; *Centralization; *Decentralization; Higher Education; *Library Administration; *Library Automation; Library Surveys; Position Papers; Program Descriptions
IDENTIFIERS	Library Statistics

ABSTRACT

In response to a May 1983 Association of Research Libraries (ARL) survey, 94 university library members (90% of this category of ARL membership) provided information and documents about current library branches, changes during the last 5 years, and current and planned automation activities. It was found that 63 respondents (68%) considered their library systems centralized, with a main library and/or central processing facilities; that 94 respondents listed 1,008 branches with either centralized systems administering an average of 6.4 branches or decentralized systems administering an average of 12.6 units; and that 58 libraries (65%) reported branch library automation, with most projects involving circulation systems (40) and online catalogs (14). This document presents survey results; policy statements regarding branch libraries from Iowa State University and University of Kentucky; documents on closing or consolidating branches from Ohio State University, University of Cincinnati, and Queen's University; documents on establishing new branches from University of Chicago, University of New Mexico, and State University of New York, Albany; and documents on automation from Queen's University and University of Texas, Austin. Also provided are a 7-item bibliography on branch libraries, centralization, and decentralization; a concise summary of related issues and trends; and an evaluation sheet for this ARL Systems and Procedures Exchange Center (SPEC) kit. (ESR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED239617

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Maxine Sitts

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Nov./Dec., 1983, #99

OMS

Systems and Procedures Exchange Center

ISSN 0160 3574

BRANCH LIBRARIES IN ARL INSTITUTIONS

While online catalogs, automated circulation systems and other computerized operations are helping to integrate branch library operations, questions concerning centralization versus decentralization of library collections and services continue among large research library systems. Maintaining a large number of branches can spread library resources thinly, yet many institutions continue to establish new units. Others are finding that they can consolidate small branches into larger units. In each case, libraries are weighing tradeoffs involving service options, costs, user access, and political and administrative concerns.

In response to a May 1983 SPEC Survey on Branch Libraries in ARL Institutions, 94 university library members provided information and documents about current branches, changes during the last five years, and current and planned automation activities. Two-thirds of respondents consider their library systems centralized, including a "main" library and/or central processing functions. Five do not administer any branches. The 94 respondents listed 1008 branches, of which they administer 778 (77%). Libraries that reported centralized systems administer an average of 6.4 branches. In decentralized systems, the libraries administer an average of 12.6 units. Sixty-six libraries (74%) reported changing or considering changing the status of one or more branch libraries. More complete survey results can be found in the accompanying kit.

POLICIES AND PROCEDURES. Among the documents collected with the survey are written policies for determining whether branch libraries should be established, with codified steps for making such decisions. While recognizing that some duplication of operations and collections is unavoidable, a number of libraries are analyzing operations performed in branches and refining their collection development policies for the branch system in general and for individual units.

ESTABLISHING BRANCHES. Twenty-two respondents have established 24 new branches during the past five years, and eight are planning new branch libraries. Some new branches have been established because of changes in university curriculums, and new or renovated campus buildings, and some because user needs seem best filled by a separate facility. Most analyses of establishing a new branch consider both the costs of creating, maintaining, and staffing a facility, as well as the less-tangible costs of not establishing the branch, which involve accessibility to materials and user convenience and satisfaction.

CLOSING AND CONSOLIDATING BRANCHES. A number of libraries report they have examined the dispersion of staff, collections, and services and have prepared proposals to combine existing branches or absorb branches into larger collections. Of the 94 respondents, 17 had closed branches and returned collections to the main library or moved them to other campus locations. Twenty-four have merged two or more collections. Two were planning to close libraries, and 27 indicated that they are considering merging collections. Opportunities for consolidations occurred most often when new buildings or extensive remodelling projects were planned and departments were relocated. In some cases new buildings were designed to include facilities to unite separate collections.

The Systems and Procedures Exchange Center (SPEC) is operated by the Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036. Telephone (202) 232-8656.

One trend in consolidating branches is toward housing science collections together, sometimes in a combined science library and in other cases in a physical or biological sciences library. One library reported a new science-engineering library, and 13 others are planning science facilities. Mergers in other fields were more evenly divided among disciplines.

AUTOMATION. Extending automated library systems to branches can re-integrate holdings through improved computer access to information about dispersed collections, and provides an alternative to the need for a new facility for a centralized collection. Also, a growing number of departmental and personal computer terminals are used to search library databases, and make resources in outlying branches more widely accessible than ever before.

Fifty-eight libraries (65%) reported branch library automation, with most projects involving circulation systems (40) and online catalogs (14). Thirteen of the 40 libraries have extended circulation systems to all branches, and 8 of the online catalogs are in all branches. Fourteen respondents are planning automated systems that will include branch libraries.

TRENDS AND ISSUES. Reflecting a time of constantly changing alternatives for locating and using information, large library organizations are considering both centralization and decentralization as ways to improve access and cut costs. For each library, such decisions depend in large part on the local situation. However, common to all choices are tradeoffs involving administrative and organizational issues such as changes in policies and procedures, branches' autonomy, and the role of main or central libraries. Decisions to centralize or decentralize also affect services philosophy and operations. The elimination or addition of branches affects the ability of a library system to tailor its services to needs of differing groups of users, and influences the level of expertise librarians can reach in dealing with specific subject areas. Political implications of change also call for consideration. Successful branch policy revisions normally involve marshalling support for the changes, careful attention to articulating the implications for users, and thorough knowledge of the implications for current and potential budget planning.

The growing interdependence of subject fields is one incentive for combining separate units. Interdisciplinary collections can more effectively support research into cause and effect relationships that span many subject areas. On the other hand, multiple, local collections closely attuned to specialists' needs continue to attract support. Seen in the context of general interest in decentralization in many areas of society, small collections do not appear to be losing ground. While smaller units can isolate collections and staff, automated systems help overcome part of this isolation by enabling branch library users to obtain information about other collections. It is essential, however, to couple the new communications technology with an effective local delivery system for library materials. Automation also can help standardize and expedite operations by enabling staff at more than one location to perform such functions as cataloging and then communicate the results to other units. The ability to provide online links between collections and staff members at many locations also promotes more effective branch services while assuring local attention to specialized and individual needs.

The SPEC Kit on Branch Libraries in ARL Libraries (#99, November-December 1983, 101 pages) contains survey results, two policy statements, three documents on closing or consolidating branches, three on new branches, and two on automation. A list of readings also is included. SPEC kits are available mainly by subscription from: SPEC Center, Office of Management Studies, ARL, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036. Individual kits are available for $15.00 prepaid. Outside the U.S. and Canada, add $5.00 per order to the prepayment for parcel post shipping. (ARL library members receive kits for $7.50).

USES OF SPEC KITS

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries, Office of Management Studies that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC Kits, which are distributed ten times each year to ARL members and other interested libraries. The Kits include topically-arranged groupings of unedited primary source documents – selected for their value to administrators and decision-makers – that illustrate a wide range of alternative approaches to specfic issues.

Kit documents come from general membership surveys and from selected libraries contacted directly by SPEC, and most Kits are produced within six months of surveys. The documents' value comes from their variety of ideas, methods, and solutions. They are not viewed as finished products, but rather as points of departure for a library's planning efforts and as stimulants to innovative approaches to problem-solving. As such, Kits do not present answers or prescriptions for any one library; instead they illustrate how selected ARL members are planning for or dealing with particular issues. The worth of any one Kit to a particular library will depend upon the specific topic covered and the library's stage of development in that area.

Materials are selected according to the following criteria:

- Presents an approach of potential value to administrators and decision-makers
- Timely, and dealing directly with the topic under consideration
- Probability of application of ideas or thinking to other library situations
- Illustrative of actual practice, rather than theoretical
- Understandable, readable communication

All together, the materials should provide a range of alternative approaches that complement each other, provide variety, and stimulate comparison and contrast.

Libraries can take advantage of the Kit compilations in a number of ways. Administrators can evaluate the assumptions, methods, and results of other libraries' approaches; compare and contrast them; and use the learnings in their own situations. Library staff members can use the kits as professional development and current awareness tools. Committees and task forces can use them to begin a review of current practices. And the Kits can identify other persons or places to contact for further information. Back-up files in the SPEC office also are available for loan to member libraries. In addition, SPEC will conduct on-demand surveys or analyses geared specifically for a single library.

EVALUATION

Kit Title/Number _____

1. Which uses did the library make of this Kit?

2. Please indicate how useful the Kit was for these purposes.

☐ Very Useful ☐ Quite Useful ☐ Somewhat Useful ☐ Not Useful

3. Do you have suggestions for this Kit or for future Kits?

(optional)

NAME _____

LIBRARY _____

PHONE _____

Please return this form to the SPEC Center, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

1/82

ISSN 0160 3582

BRANCH LIBRARIES
Kit #99 November-December, 1983

TABLE OF CONTENTS

	PAGE
Branch Libraries Survey Report and Data Analysis	1
POLICIES AND PROCEDURES	
Branch Libraries and Reading Rooms Support and Development Policy (June, 1983) Iowa State University	8
Policies and Procedures for Establishing Branch Libraries and Educational Unit Collections in the University of Kentucky System (n.d.)	15
BRANCH CLOSINGS AND CONSOLIDATIONS	
Consolidation of Selected Department Libraries at the Ohio State University: A Proposal. (May 1981) Ohio State University	23
Program for a Combined Physics-Geology Library (June, 1983) University of Cincinnati (excerpts)	37
Report on the Branch Libraries (March 1981) Queen's University (excerpts)	46
NEW BRANCHES	
Report of the Task Force to Develop an Implementation Plan for the University Libraries' Graduate Library of Public Policy (November 1981) State University of New York, Albany (excerpts)	63
Building Program for a Combined Science Library (June 1981) University of Chicago Library and the John Crerar Library (excerpts)	83
Science/Engineering Library University of New Mexico	91
AUTOMATION IN BRANCH LIBRARIES	
Library Automation Newsletter (March 1983) Queen's University	95
Extension of Automated Circulation to Branch Libraries (May 1983) University of Texas, Austin	97
Selected Readings on Centralization and Decentralization	101

OFFICE OF MANAGEMENT STUDIES

ASSOCIATION OF RESEARCH LIBRARIES 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • (202) 232-8656

SPEC Survey on Branch Libraries
Report and Data Analysis

The survey on branch libraries was sent to the 117 ARL members in May 1983. Ninety-four university libraries (90% of the 104 university library members) and 8 research libraries responded. Because only one research library reported having branches, only university library responses have been considered for this analysis. Sixty-three respondents report centralized library systems (68%) and 30 (32%) consider their systems to be decentralized.

The questionnaire asked for information on subject areas, staff, number of volumes, and administrative status for each branch.(1) Tables 1 and 2 show the number and administrative status of branches reported. There are separate categories for law and medical libraries because they are most apt to be outside the library system. Information on libraries categorized as "other" is in Table 3.

TABLE 1
Administrative Status of Branches

	Law	%	Medical	%	Other	%	Total	%
Administered by ARL library	17	28	31	47	730	83	778	77
Not administered by ARL library	43	72	35	53	152	17	230	23
Total	60	100	66	100	882	100	1008	100

TABLE 2
Centralized and Decentralized Systems (2)

System type	No. libraries	%	No. branches	Average branches per library
Centralized	63	68	494	6.37
Decentralized	30	32	514	12.57
Total	93	100	1008	10.72

1. Some respondents noted that they had difficulty in deciding what information to report because the survey terminology for describing branches varies from local terms such as "departmental library" and "reading room." Most chose to interpret the guidelines broadly.
2. Two libraries reported that they have no branches and three do not administer any branches. One library did not indicate system type.

Table 3 provides information on how many branches there are in particular subject areas, and what subjects are most frequently combined in branches. The table contains many duplicate listings, and for that reason, has no totals.

TABLE 3
NUMBER OF BRANCH COLLECTIONS BY DISCIPLINE (1)

Type of Branch	No. branches reported	Adm. by ARL library	Not adm. by ARL library
General and Interdisciplinary Collections			
Multidisciplinary(2)	7	7	0
Undergraduate	23	23	0
Humanities/Social Sciences	5	5	0
Sciences	23	23	0
Fine Arts	13	12	1
F.Arts/Architecture	6	6	0
Storage	6	6	0
Archives	7	7	0
Audiovisual media	8	7	1
Government Documents	4	4	0
Rare books, special collections	26	23	3
Other(3)	7	7	0
Arts and Humanities			
Art	18	14	4
Art/Archaeology	2	2	0
Art/Architecture	2	2	0
Art/Archaeology/Architecture	1	1	0
English	5	5	0
English/Theater/Communications	1		1
Theater/Drama	3	3	0
English/Theater/Communications	1	0	1

1. Does not include main libraries of centralized systems.
2. Branches that house 2 or 3 subjects are reported under all relevant subject areas with a note on how many of each type were reported. Libraries covering more than 3 disciplines are reported under the "Interdisciplinary" classification.
3. Single instances of libraries in a particular area are grouped under "other." For a complete listing of libraries reported, contact SPEC.

TABLE 3
NUMBER OF BRANCH COLLECTIONS BY DISCIPLINE

Type of Branch	No. branches reported	Adm. by ARL library	Not adm. by ARL library
Music	50	45	5
Classics	4	4	0
Classics/Languages(1)	1	1	0
Philosophy	2	2	0
Phil./History/Religion	1	1	1
Architecture	7	7	0
Arch./Planning	16	14	2
Art/Arch.	6	5	1
Art/Arch./Archaeology	1	1	0
Art/Arch./Planning	5	5	0
Arch./Engineering	1	1	0
Religion/Theology	10	3	7
Phil./History/Religion	1	1	1
Other	5	5	0
Sciences and Mathematics			
Applied Science/Technology	3	2	1
Biological or Life Sciences	8	8	0
Physical Sciences	6	6	0
Phy.Sci/Engineering	4	3	1
Phy.Sci/Math/Computer Science	2	2	0
Aviation	1	1	0
Aerospace	1	1	0
Aeronatics/Astronautics	1	1	0
Aerospace/Aviation			
Agriculture	12	9	3
Agricultural Economics	3	3	0
Ag./Veterinary Med.	1	1	0
Biology/Ag.	2	1	1
Ag./Home Economics	1	1	0
Forestry/Ag.	1	1	1
Astronomy	13	11	2
Earth & Planetary Sciences	3	3	0
Physics/Ast.	5	5	0
Physics/Ast./Math.	4	4	0
Physics/Optics/Ast.	1	1	0

TABLE 3
NUMBER OF BRANCH COLLECTIONS BY DISCIPLINE

Type of Branch	No. branches reported	Adm. by ARL library	Not adm. by ARL library
Biology	15	12	3
Biol./Agriculture	1	1	0
Biol./Botany	1	1	0
Biol./Forestry	1	1	0
Chemistry/Biol.	1	1	0
Bioethics	1	0	1
Zoology/Biol.	1	1	0
Biochemistry	2	2	0
Psychology/Biol.	1	1	0
Botany	7	1	6
Botany/Chemistry	1	1	0
Botany/Genetics	1	1	0
Botany/Zoology	1	1	0
Biology/Botany	1	1	0
Plant Pathology	1	1	0
Chemistry	33	31	2
Chem./Biology	1	1	0
Chem./Botany	1	1	0
Chem./Physics	1	1	0
Biochemistry	1	1	0
Chem./Mathematics	1	1	0
Chem./Computer Science	1	1	0
Chem./Pharmacy	1	1	0
Chem./Ast./Physics	1	1	0
Engineering	35	35	0
Eng./Computer Science	4	4	0
Eng./Geology	1	1	0
Eng./Architecture	1	1	0
Eng./Mathematics	1	1	0
Eng./Transportation	1	1	0
Entomology	2	1	1
Ent./Fisheries/Wildlife	1	1	0
Geology	26	22	4
Engineering/Geol.	1	1	0
Geol//Map	1	1	0
Geol./Geophysics	2	2	0
Geoscience	2	2	0
Earth & Planetary Sciences	3	3	0
Home Economics/Nutrition	4	3	1
Agriculture/H.E.	1	0	1
Marine Sciences	3	1	2
Fisheries/Oceanography	1	1	0
Marine/Atmospheric	1	1	0

TABLE 3
NUMBER OF BRANCH COLLECTIONS BY DISCIPLINE

Type of Branch	No. branches reported	Adm. by ARL library	Not adm. by ARL library
Meteorology	1	1	0
Natural History	4	4	0
Oceanography	3	2	1
Fisheries/Ocean.	1	1	0
Physics	22	19	3
Chem./Ast/Physics	1	1	0
Geophysics	1	0	1
Physics/Math/Comp. Sci.	1	0	1
Physics/Astronomy	6	6	0
Mathematics/Physics	4	4	0
Physics/Ast./Math.	4	4	0
Chemistry/Physics	1	1	0
Physics/Optics/Ast.	1	1	0
Public Health	4	3	1
Zoology	1	1	0
Zoo./Biology	1	1	0
Zoo./Botany	1	1	0
Zoo./Ornithology	1	1	0
Other	5	5	0
Mathematics	28	25	3
Math/Geodetic Sci	1	1	0
Math./Comp.Sci. (5)	5	5	0
Physics/Ast./Math.	4	4	0
Math/Physics	5	5	0
Chemistry/Math.	1	1	0
Math/Physics/Comp. Sci.	1	0	1
Math/Engineering	1	1	0
Statistics	2	1	1
Computer Science	2	0	2
Mathmetics/Comp.Sci.	5	5	0
Chemistry/Comp.Sci.	1	1	0
Math/Physics/Comp. Sci.	1	0	1
Engineering/Comp.Sci.	1	1	0

TABLE 3
NUMBER OF BRANCH COLLECTIONS BY DISCIPLINE

Type of Branch	No. branches reported	Adm. by ARL library	Not adm. by ARL library
Social Sciences			
Social Sciences	8	7	1
Anthropology	4	1	3
Art/Archaeol./Anth.	1	1	0
Art/Archaeol.	1	1	0
Archaeology	3	1	2
Art/Archaeol.	2	2	0
Art/Archaeol/Anthro	1	1	0
Archaeol/Anthro.	1	1	0
Business/Management	33	25	8
Bus/Engineering	1	1	0
Industrial/Labor Relations	5	2	3
Public Administration	1	1	0
Bus/Pub. & Env. Affairs	1	1	0
Communication	2	1	1
Comm/English/Theater	1	1	0
Education	17	12	5
Ed/Psychology	3	3	0
Ed/Psychology/Library S.	1	1	0
Curriculum	6	3	3
Psychology	6	5	1
Ed/Psych/Library S.	1	1	0
Psych/Biology	1	1	0
Geography	2	2	0
Geog/Map	2	2	0
Map	12	12	0
Geography/Map	2	2	0
Geology/Map	1	1	0
Health, Physical Ed.	3	3	0
Population/Demography	2	1	1
Political Science	5	2	3
Public Affairs/Policy	5	4	1
International Relations	2	0	2
Public/Intl. Affairs	2	2	0
Transportation	2	1	1
Trans./Engineering	1	1	0
Urban Policy/Planning	3	2	1
Other	8	3	5
Area Studies, Ethnic and Population Subgroups Collections			
East Asian	10	9	1
Middle East	3	3	0
Latin American	2	2	0
Judaica	2	2	0
Afro-American	2	2	0
Other	14	11	3

TABLE 3
NUMBER OF BRANCH COLLECTIONS BY DISCIPLINE

Type of Branch	No. branches reported	Adm. by ARL library	Not adm. by ARL library
Professional Collections			
Law	60	17	43
Medicine/Health Sci	66	31	35
Library Science	15	13	2
Ed/Psych/L.S.	1	1	0
Social Work	10	9	1
Nursing/S.W.	1	1	0
Veterinary Medicine	17	16	1
V.M./Pharmacy	1	1	0
V.M./Agriculture	1	1	0
Journalism	8	5	3
Forestry	6	4	2
For./Agriculture	1	1	0
Biology/For.	1	1	0
Pharmacy	6	6	0
Vet.Med./Phar.	1	1	0
Chemistry/Phar.	1	1	0
Phar./Nursing	1	1	0
Dentistry	9	5	4
Optometry	3	3	0
Nursing	2	2	0
Nurs./Social Work	1	1	0
Nurs./Pharmacy	1	1	0
Other	6	4	2

Tables 4 and 5 contain summary statistics on the most frequently reported types of branches, defined as types reported by at least 25% of the respondents. The branches included in this table are only those administered by the responding libraries.

TABLE 4
Staff Size in
Most Frequently Reported Branch Types

Branch type	No. Branches	Number of staff (professional/nonprofessional) Low	High	Mean	Median
Architecture	33	0/.8	3.4/7.9	1.1/2.5	1/1.5
Business	34	0/1	11/12	2.5/3.7	2/3.5
Chemistry	37	0/0	2/3	.9/1.3	1/1
Engineering	39	0/.5	6.8/13.6	1.4/3.4	1.3/3
Geology	31	.2/0	2/3	.8/1.4	1/1
Mathematics	44	0/.5	8/1	.8/1.3	1/1
Music	49	0/.5	4/7	1.1/2.4	1/2
Physics	38	0/1	1/5	.6/1.6	1/1
Rare books/ Special Coll.	23	3/0	12/30	4.7/10	4/7
Sciences	23	3.6/5.5	12/32	5.7/16.5	6.6/1.6
Undergraduate	22	.5/2	4/12	2.6/4.7	2/5

TABLE 5
Collection size in
Most Frequently Reported Branch Types

Branch type	Collections (No. of volumes) Low	High	Mean	Median
Architecture	9,500	116,140	26,843	24,337
Business	2,000	332,655	69,543	37,490
Chemistry	3,304	82,182	35,345	35,624
Engineering	6,500	320,000	84,215	57,091
Geology	13,000	106,325	41,045	37,477
Mathematics	3,000	66,771	28,663	25,388
Music	7,000	303,819	52,992	38,596
Physics	3,146	55,391	29,319	25,450
Rare books/ Special Coll.	21,008	477,571	166,900	93,262
Sciences	70,778	1,193,558	264,322	192,000
Undergraduate	5,394	494,767	132,682	63,847

CHANGES IN BRANCHES

Tables 6 and 7 reflect changes in branches during the last 5 years: the establishment of new branches and the closing or combining of existing units. Sixty-eight libraries (76%) reported changing or considering changing one or more branches. Of these, 23, or 34% are decentralized systems. Reported changes center around merging collections, especially science collections.

Table 6
Changes in Branches (1)

	Sciences	Hum/FA	Soc Sci	Genl	Prof	Total
New branches	4	5	4	5	6	24
Branches closed	5	4	4	2	2	17
Branches taken over	0	0	0	3	0	3
Mergers	14	3	3	0	4	24
Total	23	12	12	10	12	68

Table 7
Planned Changes in Branches

	Sciences	Hum/FA	Soc Sci	Genl	Prof	Total
New branches	5	1	2	0	0	8
Branches closed	2	0	0	0	0	2
Mergers	19	3	2	3	0	27
Total	26	4	4	3	0	37

1. Some libraries reported more than one change.

AUTOMATED SYSTEMS

Fifty-eight of the 89 libraries that administer branches, or 65% report that they have extended automated systems to branches. Twenty-one are planning to establish or expand systems. or both. Nine libraries are extending existing systems and 14 are planning new systems that will include branches. Table 8 provides details on the types of automated systems mentioned by respondents. Some have extended systems to all branches. Others report that they are extending systems on a gradual basis. Table 9 provides more information on the percentages of libraries that have circulation systems or online catalogs in branch libraries. Nine libraries reported that some or all of their branches have both circulation and cataloging systems.

Table 8
Automated Systems in Branch Libraries

	No. of libraries	%	No. of branches	Adm. by ARL libs.	Not adm by ARL libs.
Circulation	40	45	237	232	5
Online Catalog	14	16	134	130	4
Acquisitions/In-process	8	9	51	51	0
Serials	4	7	30	30	0
Reserve	4	7	10	8	2
Computer output microfiche	4	7	124	48	76
Messaging system	1				
MELVYL	4	7	16	16	0
OCLC	12	27	33	31	2
RLIN	8	12	53	50	3

Table 9
Percentage of Branches with
Online Circulation and Online Catalogs

Percent of branches online	No. libraries with Circulation system	No. libraries with Online catalog
0-25%	12	1
26-50	6	2
51-75	7	2
76-100	13	8
Total	38	13

IOWA STATE UNIVERSITY

BRANCH LIBRARIES AND READING ROOMS

SUPPORT AND DEVELOPMENT POLICY

Introduction

A specifically stated policy on the support of extramural collections, both branch libraries and reading rooms, is essential since such facilities tend to proliferate in number and size without adequate regard for their long-term usefulness, the degree of support required or the overall impact they have on the limited resources of the University.

The following policy is designed to assure that University funds and Library resources are designated for such services that are clearly necessary and essential for teaching and/or research needs. To achieve this purpose the policy outlines:

I. Types of Collections

II. Conditions Required for Collection Support

III. Procedures for Changing Collection Status and for Approval of New Collections

IV. Criteria for Determining Collection Status and Level of Support

V. General Principles and Policies

I. Types of Collections

A. Branch Libraries are major facilities located at a distance from the main University campus. These facilities have primary responsibility for branch library needs in the subject concerned. Their size ranges from 10,000 to 30,000 volumes with the number of current serials not exceeding 500 titles. The Main Library or other external collections may have works in the same subjects because of interdisciplinary needs or other special purposes. Some duplication, therefore, for branch libraries is unavoidable. Seating should be provided for at least 15% of primary clientele with a minimum of 75 seats. Branch libraries are eligible for complete support by the University Library with respect to book funds, book selection, technical processing and professional staffing. However, some support could come from special endowments, gifts or grant funds.

B. Research Reading Rooms contain books and other library materials that may be heavily duplicated in the Main Library and serve curricular, current awareness and primary research needs of one or several related departments. Such materials should support some of the work of the departments concerned but would not provide for all research needs at advanced levels. The size of these facilities ranges from 5,000 to 25,000 volumes and the number of current serials from 150 to 350 titles. Seating provided should serve at least 10% of primary clientele with a minimum of 50 seats. A research reading room is entitled to receive support in regard to book funds and

technical processing. It is eligible, funds permitting, for service staffing by Library Assistants under the general direction of a professional librarian in the Main Library. This type of collection is reserved only for existing research reading rooms. No new reading rooms at this level can be authorized at the present time.

C. Reading Rooms are narrow in scope and range in size from 3,000 to 10,000 volumes; their serials collections should have no more than 250 currently received titles. These collections contain a high proportion of reference works, manuals and other frequently needed sources of information serving current awareness purposes. Materials in these collections are duplicated in the Main Library except for highly specialized materials relevant only to the work of particular departments. There should be seating for at least 5% of the primary clientele with a minimum of 50 seats. The reading room may receive support in respect to book funds, technical processing for materials procurred by the Main Library and, if funds permit, service staffing by Library Assistants under the general direction of a professional librarian in the Main Library.

D. Departmental Collections. Many academic departments and other offices of the University have small collections of books and other materials. These collections usually have resulted from gifts of faculty members, students, or others and from purchases by departmental funds. These collections constitute a convenient reference source for departments concerned. They cannot, however, be supported, processed or serviced in any manner by the University Library. On occasion the Library may extend advice and consultation to the departments concerned as to the organization of its materials. Custody of these collections is entirely in the hands of the department, office, laboratory or institute to which they belong.

II. Conditions Required for Collection Support

The following conditions must be met to obtain the indicated support for the branch libraries, research reading rooms and reading rooms by the University Library.

A. Materials must be accessible to the University community at large through listing them in the public catalogs of the University Library. Some exceptions can be made for ephemeral materials procured by the branch libraries or reading rooms themselves, subject to potential review by the Main Library.

B. Facilities must be accessible to all members of the University community and open preferably for the same hours as the Main Library or at least for a minimum of 40 hours per week during the regular academic semesters.

C. The housing and custody of the collections must be adequate to protect University property. Control of the collection must be maintained through adequate circulation records, proper organization, regular shelving and shelf-reading. The circulation policy of each facility must be consistent with the general Library policy and will be clearly stated in the Main Library policy paper on loans and fines.

D. There are several specific conditions relating to the physical environment of the facilities that should be met. They include:

1) Adequate space for stacks, study and service as defined for each facility.

2) Sufficient shelving to provide for collections as defined for each type of facility.

3) Adequate seating as indicated for each type of facility.

4) Furnishings conducive to study and appropriate lighting, heating, ventilation, and acoustical control.

E. Existing facilities should be reviewed on a regular basis to assure that they meet minimum criteria. Such reviews will be the responsibility of the Assistant Director for Collection Development in cooperation with other appropriate personnel. Any facility that does not meet these criteria is subject to review by the Dean of Library Services with a view to revising its status.

III. Procedures: Changing Collection Status

Approval of New Branch Collections

The following steps are required for obtaining a change of status of an extramural collection and for approval of new extramural collections.

A. A request for change of status for an existing extramural collection or for establishment of a new collection must be presented to the Dean of Library Services by the Executive Officers of the college or the departments concerned. The request shall be examined by the appropriate members of the Library staff in consultation with the college or departments involved. Subsequently, a report is to be prepared and forwarded with recommendations to the Dean of Library Services. This report should contain detailed analysis of costs necessary to implement the proposal and to maintain the new collection or the changed status for an existing facility on a long term basis.

B. The Dean of Library Services with other appropriate Library staff members will review the information provided. The Dean will also consult as necessary with the college executive officers or members of the academic department concerned.

C. The Dean will transmit full information to the University Library Committee and will confer with and seek advice from this group.

D. The final decision will be made by the Dean, who will discuss the matter with the college or departments involved and make clear the basis of the decision.

IV. Criteria for Determining Collection Status and Level of Support

The following points will be given special consideration by the Dean of Library Services and the University Library Committee in considering the status and level of support for existing or new branch collections:

Factors of major importance:

A. Geographical distance from the Main Library of a college or another major University facility which requires substantial use of library materials.

B. Quantity and quality of significant research library materials currently housed in the extramural collection serving the needs of several related departments offering doctoral or professional degree programs.

C. Special factors related to the activities of the departments concerned, e.g., accreditation by professional associations, proximity to laboratories, research quarters or intensity of demonstrated use.

D. Implications for the Main Library with respect to financial support, fragmentation of resources, staff loads and other similar factors.

E. Number of faculty members, graduate or undergraduate students in a given department or group of departments located at a distance from the Main Library with unique or special library needs that can best be met by an extramural collection of duplicated materials.

In each case, the needs of the college/department, the total resources of the Library and the effect on students and faculty outside the college/department involved must be considered in order to attain maximum benefits with minimum disadvantages for the entire University.

V. General Principles and Policies

All reading rooms and branch libraries are governed by the following principles and policies:

A. Extramural facilities exist for the purpose of providing relatively limited collections and services according to the category to which they have been assigned. Persons using these facilities should be aware that a particular extramural collection cannot meet all needs as far as service and subject content are concerned.

B. Each of the branch libraries and reading rooms will maintain a written policy as to specific purpose, scope, and limits of its collections as well as the type of materials which will be added in the future. The policy will also spell out hours of opening, loan periods, fine schedules and other rules of operation. The policy statements will be developed in consultation with the faculty members from the academic departments using these facilities.

C. Materials held in extramural collections will not always be duplicated in the Main Library. Some highly specialized materials of little interest to those outside of the subject field may be located only in that facility. In the case of materials receiving interdisciplinary use, duplications will be required; however, limitations on the extensiveness of duplicated collections are necessary because of the cost element involved.

D. Serials collections in such facilities should not be expected to support extensive literature searches or to house titles in esoteric or peripheral subject fields. For these latter purposes, the Main Library should continue to be utilized as the central back-up resource where long runs of back sets of serials are maintained on a reference basis. The Library will attempt to duplicate bound back files of serials for research reading rooms and branch libraries where these are proven to be definitely needed and heavily used. There will be no attempt to retain back sets of bound journals for other external facilities. The faculty will be queried as to the need for specific titles in extramural collections. Retirement to the Main Library of older or little-used serials files is the prerogative of the Library upon adequate notification to the users. The faculty will be encouraged to work with the Library Collection Development staff to keep such collections active and useful.

E. The administration of authorized extramural facilities, including staffing and acquisition of new materials, is properly the responsibility of the Library. It is highly desirable, therefore, that the operation of these facilities be under the control of the Library so that effective management, staff training, and development of these collections can be subjected to overall Library policies and professional Library review.

POLICIES AND PROCEDURES FOR ESTABLISHING BRANCH LIBRARIES AND EDUCATIONAL UNIT LIBRARY COLLECTIONS IN THE UNIVERSITY OF KENTUCKY UNIVERSITY SYSTEM

I. Purpose and Intent 1

II. Policy Statements. 2

A. General Policies 2

1. Branch Libraries 2
2. Educational Unit Library Collections Independent of the University System Libraries 2

B. Administrative and Organizational Policies 3

1. Management of Resources. 3
2. Administrative Structure 3
3. Financial Support. 3

C. Operational Policies 3

1. Statement of Purpose 3
2. Collection Development 4
3. Technical Processing 4
4. Services 4
5. Staff. 4
6. Physical Quarters. 4

D. Review Policy. 4

III. Procedures for Establishing a Branch Library 5

A. Needs Analysis 5

1. Description of Proposed Branch Library 5
2. Description of Existing Library Services 5
3. Comparative Analysis of Existing and Proposed Library Services 6

B. Proposal Approval. 6

IV. Procedures for Establishing an Independent Educational Unit Library Collection 7

A. Documentation of Need. 7

B. Materials Purchased. 7

C. Financial Support Statement. 7

D. Inclusion in Union Catalog 7

E. Proposal Approval. 7

V. Procedures for Reviewing and Evaluating Branch Libraries and Independent Educational Unit Library Collections . . . 8

A. Needs Analysis 8

B. Review Recommendations Approval. 8

1. Branch Libraries 8
2. Independent Educational Unit Library Collections. 8

POLICIES AND PROCEDURES FOR ESTABLISHING BRANCH LIBRARIES AND EDUCATIONAL UNIT LIBRARY COLLECTIONS IN THE UNIVERSITY OF KENTUCKY UNIVERSITY SYSTEM

I. Purpose and Intent

Branch libraries are units of the University of Kentucky University System Libraries, physically distinct from the King Library and the Medical Center Library, having two purposes: to provide subject-oriented collections of informational resources for an identified group of primary users and to extend the instructional, research and public service support functions of the King Library and the Medical Center Library.

The intent in establishing a branch library is to meet a demonstrable need for access to materials and services which are not, or cannot be, provided by King Library or the Medical Center Library and a demonstrated need to have library support in close proximity to the educational unit.

Future developments in the form of published literature, in library techniques and in the rapid transmission of printed materials through new electronic devices should minimize the necessity for outlying collections of library materials. The University wishes to take advantage of these advances in a responsible way and is committed to an orderly development of the University System Libraries (comprised of the King Library, the Medical Center Library and their branches). This fact, in conjunction with the underlying principles of sound library development, has implications for branch library and educational unit library collection planning policies. The underlying principles are as follows:

> The primary mission of the University System Libraries is to provide bibliographical, physical and intellectual access to recorded information, in whatever form, to support the present and anticipated educational, research and service functions of the University of Kentucky.
>
> Scholarly needs and interdisciplinary approaches to learning are generally best served by access to a wide range of resources, including the literature of a special subject and all subjects of peripheral interest.
>
> Accessibility of all institutional-owned library resources for all users must be a prime consideration. This implies physical access for extended hours and bibliographic access through a centralized union catalog.

Every duplicated title limits funds for other titles to be added to the collection; therefore, duplicating titles invariably diminishes the breadth of the collection. Conversely, pooling of material of overlapping subject fields makes possible expansion of available resources.

Coordination, cooperation and communication is difficult to achieve in a system with a proliferating number of outlying facilities.

The various academic disciplines should play a strong role in determining the scope and quality of the collections of the University System Libraries and the quantity of services provided in support of the Libraries' major missions and functions.

The University System Libraries are committed to fiscal responsibility in cost-effective utilization of staff and equipment. A high percentage of the personnel and equipment budgets must not be spent in providing for outlying facilities in less than adequate fashion.

Educational unit library collections are small libraries, sometimes called reading rooms or resource centers, supported by University funds but not affiliated with the University System Libraries. Materials in these libraries are defined as those working tools that faculty must consult on a daily or very frequent basis in support of their teaching and research.

II. Policy Statements

A. General Policies

1. Branch Libraries

The University has a policy of not further decentralizing library facilities on the Lexington campus unless special services are needed by a program that the King Library or the Medical Center Library cannot provide or provide as well as a branch library. A decision on establishing a branch library is reached only after a present and long-range study of available resources and user needs.

2. Educational Unit Library Collections Independent of the University System Libraries

If justified, small collections, limited to dictionaries, textbooks, workbooks, handbooks and other working

tools regularly used by faculty may be procured for educational unit use, in accordance with the provisions of the section entitled Procedures for Establishing an Independent Educational Unit Library Collection.

B. Administrative and Organizational Policies

1. Management of Resources

The responsibility for the management of all University System Libraries resources should rest with the University System Libraries administration. Library services may be most efficiently utilized when all library resources are considered part of one system, with consistent policies for collection development, user access, accounting, systems analysis and the like. Centralized planning and direction facilitate the most effective use of future financial resources allocated for library services.

2. Administrative Structure

Ordinarily, any branch library should be administratively part of the King Library or of the Medical Center Library. Branch library personnel should report to the administration of the King Library (directly or through one of its branches) or of the Medical Center Library. This relationship should be defined in job descriptions and outlined on organization charts.

Designing, developing and administering library programs and adequate collections to meet changing user expectations and demands requires continuing professional growth of librarians charged with these responsibilities. The most effective means of assuring this growth is by participation within a central group.

3. Financial Support

Implicit with the creation of a branch library is a commitment to funding its development, ongoing services and growth while maintaining adequate support levels for library services required by the total University community. Continuing book and personnel budgets are imperative for a branch library, with additional book funds initially provided for necessary duplication as well as enrichment of the existing collection.

C. Operational Policies

1. Statement of Purpose

Written statements of purpose, including goals and objectives are necessary guides for a branch library's operation. These should state the educational unit's goals and the branch

library's role within this context. These statements should be determined carefully, described clearly and updated regularly.

2. Collection Development

Coordination of the branch library's materials selection policy with the University System Libraries' selection policy assures the most effective use of the University's collection development resources by preventing unnecessary duplication of materials and by preventing gaps in subject coverage within the library collections.

3. Technical Processing

In most cases, centralized acquisitions and processing of library materials proves to be most economical. All holdings of a library should be listed in the union catalog located at the King Library and at other access points to the University's library collections.

4. Services

Branch libraries are expected to maintain the same standards of service as the University System Libraries with respect to hours of service, assistance to users and accessibility to and utilization of informational materials by the total University community.

5. Staff

The branch library's staff is a primary link between user needs and the branch library's collections. Competent and adequate staffing is necessary to ensure the proper development and use of the branch library's collection.

6. Physical Quarters

Physical quarters designed to provide specialized branch library needs are essential to a successful branch library operation. Criteria to be met include: space for present and future growth in terms of collection, equipment and patron use; accessibility to primary users; noise control; temperature and humidity control; collection security; and an interior conducive to study.

D. Review Policy

A formal, structured review and evaluation of each branch library and independent educational unit library collection will be scheduled every five years. If justified reasons arise, a review at other than the regular period may be initiated by the chief administrative officer of the educational unit, by the

appropriate Chancellor, or by the Director of Libraries or the Director of the Medical Center Library.

III. Procedures for Establishing a Branch Library

A. Needs Analysis

To determine whether it is in the best interest of the University to establish a branch library, a needs analysis must be made. This analysis accounts for primary clientele requirements as well as those of the entire academic community and includes supporting data concerning the following points.

1. Description of Proposed Branch Library

A description of proposed branch library services must include:

a. Its primary clientele and their information needs.

b. Geographical location of the proposed branch library in relation to primary clientele and to the total community of users.

c. Collection development, administrative organization and operation plans, including projections of maximum size.

d. User services to be provided, including hours of access and on-site staffing requirements.

e. Access to union catalogs, specialized information systems, and delivery services including interlibrary loan.

f. Space and equipment requirements, including growth projections to meet changing needs.

g. Total development and operating costs, including long-range projections to meet growth needs.

2. Description of Existing Library Services

A description of existing library services must include:

a. Informational needs of the total University community defining both general and special requirements.

b. Geographical location of present library facilities in relation to users locations.

c. Collection development policies and physical organization of the collection, including cross-disciplinary needs of the academic community and collection growth projections.

d. User services, including hours of access and on-site staffing requirements.

e. Union catalogs, delivery systems, interinstitutional networking participation and specialized information systems.

f. Space and equipment requirements, including growth projections to meet changing needs.

3. Comparative Analysis of Existing and Proposed Library Services

A comparative analysis of proposed branch library services and existing library services must be provided using each of the factors identified in points one and two. Note should be made of the following:

a. Restrictions on user access to collections and services such as geographical location, transportation facilities, delivery service for library materials, hours of service, staffing assistance, and special use privileges for a defined group of clientele.

b. Collection development and arrangement requirements, including the cost of duplicating existing library resources and developing new subject collections.

c. Space and equipment requirements, including the cost of establishing and maintaining new facilities in fiscal terms and in use of existing space presently used in meeting other academic needs.

d. Financial support requirements, including long-range projections to meet growth needs. An educational unit may choose to fund a position or positions and all or part of the book budget by a recurring transfer from user organization budgets to the King Library or the Medical Center Library. Personnel in such positions report administratively to the administration of the King Library or of the Medical Center Library. This decision should be reflected in a review of the University's long-range projections for financial support of its library program.

B. Proposal Approval

A proposal to create a branch library must have the approval of the chief administrative officer of the initiating educational

unit, the dean of the college and any other appropriate councils or bodies. The proposal is forwarded by the appropriate dean or administrative officer to the Director of Libraries or the Director of the Medical Center Library. The Director shall supply a statement of administrative feasibility with a recommendation to the appropriate chancellor who will make the final decision.

IV. Procedure for Establishing an Independent Educational Unit Library Collection

A. Documentation of Need

An educational unit proposing to establish a independent educational unit library collection will prepare a documentation of need for such a collection including supporting data parallel to that required for the establishment of a branch library.

B. Materials Purchased

Materials purchased for independent educational unit library collections will be limited to dictionaries, textbooks, workbooks, handbooks and other working tools used by faculty on a daily or very frequent basis in support of teaching and research.

C. Financial Support Statement

A statement covering financial support is a vital part of a proposal to establish an independent educational unit library collection. University educational units which use their own resources to establish independent educational unit library collections outside the established University System Libraries must accept complete responsibility for operating and maintaining these collections. The University System Libraries will not normally provide technical services or personnel in support of these collections.

D. Inclusion in Union Catalog

In order to effectively utilize the University's informational resources, records of books purchased for independent educational unit library collections will be supplied to the University System Libraries for inclusion in the King Library Union Catalog.

E. Proposal Approval

A proposal to create an independent educational unit library collection must have the approval of the chief administrative officer of the initiating educational unit, the dean of the college and any other appropriate councils or bodies. The

proposal is forwarded by the appropriate dean or administrative officer to the Director of Libraries or the Director of the Medical Center Library.

The Director shall evaluate the relative costs and benefits of the proposed independent educational unit library collection and the extent to which alternative solutions have been explored. The Director will forward a report of findings and a recommendation on the proposal to the appropriate chancellor for review in terms of the policies, criteria and procedures in this regulation. The appropriate chancellor will make the final decision concerning the creation of an independent educational unit library collection.

V. Procedures for Reviewing and Evaluating Branch Libraries and Independent Educational Unit Library Collections

A. Needs Analysis

To determine whether it is in the best interest of the University to maintain, to improve, or to close a branch library or an independent educational unit library collection, a needs analysis must be made.

1. The Director of Libraries or the Director of the Medical Center Library will be responsible for conducting the analysis of a branch library.

2. The chief administrative officer of the educational unit will be responsible for conducting the analysis of the unit's independent library collection.

3. The analysis will include supporting data parallel to that required for the establishment of a branch library.

B. Review Recommendations Approval

1. Branch Libraries

The Director of Libraries or the Director of the Medical Center Library will forward review recommendations to the appropriate dean of the college or the chief administrative officer of the educational unit. The dean or chief administrative officer shall supply an advisory statement to the appropriate chancellor. The appropriate chancellor will determine whether it is in the best interest of the University to maintain, to improve, or to close a branch library.

2. Independent Educational Unit Library Collections

The dean of the college or the chief administrative officer of the educational unit will forward review recommendations to the Director of Libraries or the Director of the Medical Center Library. The Director shall supply an advisory statement to the appropriate chancellor. The appropriate chancellor will determine whether it is in the best interest of the University to maintain, to improve, or to close an independent educational unit library collection.

(FINAL DRAFT)

Consolidation of Selected Department Libraries at The Ohio State University

A Proposal

May 1981

Some Tables Omitted
For SPEC Kit

Summary

The University Libraries propose to consolidate seventeen department libraries (and relevant portions of the Main Library collections) into four comprehensive area libraries: an Agriculture-Veterinary Medicine Library, a Life Sciences Library, a Science-Technology Library, and a Social Sciences Library.

The objectives of the proposed consolidations are two: to improve the quality of library services to faculty and students and to achieve greater efficiency and cost-effectiveness of library operations. These objectives are to be accomplished by:

*focusing the efforts of library faculty members more on special, discipline-related reference (or other consultative or instructional) services to faculty and students and less on the management of routine operations of many discrete libraries;

*bringing together research collections that contain related, often interdisciplinary, material, thus enriching all through combination, but also reducing the need to purchase monographs or to maintain journal subscriptions in duplicate, thereby making possible the use of recovered funds (estimated minimally at $40,000-$70,000--in 1979/80 dollars--per year) to acquire more titles that would be unique to the Libraries' research holdings;

*regrouping and making better use of the special skills and knowledge of library support staff, thereby reducing the need to rely so heavily on student employees to provide service to users;

*extending hours of service by concentrating and making better use of the work of the student employees needed to maintain basic library operations;

*improving the quantity and environmental quality (e.g., climate control) of building space--appropriately sited on campus--to house the collections and accommodate library users and staff; and

*bringing together and making more efficient use of often expensive equipment (e.g., microform reading/printing equipment and book security systems).

The special interests of faculty and students about the potential effects of this proposal are recognized and discussed, as is the need for wide discussion about these issues in the University community. While it is deemed beyond the scope of this proposal to present detailed plans for reallocation of physical facilities, or estimates of the likely substantial capital and other one-time costs involved, profiles of each of the proposed libraries are provided, including estimates of aggregate space needs.

The document is cast in general terms and is meant primarily to serve a background/"consciousness raising" function and to provide a basis in principle upon which more detailed proposals might be prepared.

Introduction

The organization of library services and collections at The Ohio State University historically has been highly decentralized, and continues to be so, with nineteen "department" (subject-related) libraries located outside the Main Library on the Columbus campus. Within the Main Library are five additional "department" libraries and four related units that provide specialized services and house collections in support of programs in International Studies. The number and variety of these library locations reflect to a significant degree both the diversity and profusion of academic programs offered by the University and long-standing library commitments to meet the needs of these programs. Indeed, there are few comparably-sized university libraries in the United States that exhibit such a high degree of decentralization and dispersal of collections and staff.

The extent to which the OSU Library system, so organized and constituted, has been successful in meeting the needs of the University community is difficult to assess. Indicators of user satisfaction, among them responses to the OSU Poll in recent years, consistently indicate that faculty and student opinions about library services and collections are generally quite positive. Department libraries in particular are viewed with pride and proprietary interest by faculty and students within related colleges, schools, and departments.

There are, however, library issues about which expressions of concern from faculty and students are often made, and many of these clearly are related to the dispersal of human and material resources inherent in the decentralized structure of the OSU Libraries:

(I) Hours of Opening/General Library Operations

For want of sufficient staff, hours of opening of many department libraries are necessarily more limited than the 106

hours per week that the Main Library is open. This is especially true during evenings and weekends, effectively barring many potential users from major portions of the Libraries' collections. For example, the limited hours of opening of the Mathematics Library (Monday through Friday, 8 a.m. to 5 p.m.) may not seriously inconvenience Mathematics faculty and graduate students (many of whom have been issued keys to the Library), but they surely cause others in the University difficulty in gaining access to a significant collection of material which may be vital to their work.

Also symptomatic of staff shortages in department libraries are often serious arrearages and delays in the many standard internal library operations, such as prompt discharging and reshelving of returned books, preparing journal issues for binding, claiming missing issues, etc., that are necessary to provide ongoing service to faculty and students.

(II) Reference Service/Bibliographic Instruction

Librarians (i.e., professionally trained staff) who are few and scattered among a score of separate locations cannot be regularly available to provide reference and other assistance to faculty and students, much less to offer on any consistent basis bibliographic instruction and library user education. These and other professional services are essential to many patrons' successfully gaining access to and interpreting complex research collections. Librarians are, in fact, routinely not available to users at all at most library locations during busy evenings and weekends. Indeed, it is only in the very largest libraries on campus that any but part-time hourly-

paid student employees are on duty during other than normal weekday business hours. The example of the Chemistry and Physics Libraries comes most readily to mind here: One librarian is responsible for general oversight, collection development, and reference service at both of these large and important department libraries.

(III) Collections

Many faculty and graduate students have long recognized gaps in the OSU Libraries' research collections that cannot be filled for want of funds that, though substantially increased in recent years, have been insufficient to keep pace with the impact of inflation and dollar devaluation on the publishing world. Continuing difficulties in providing sufficient library material for faculty and students clearly are compounded and exacerbated by the decentralization of collections. The problem is two-edged: Some, often costly, items must be purchased in multiple copies (or multiple journal subscriptions maintained) to meet essential (or perceived) needs of users at two or more separate libraries. And yet the purchase of duplicate copies of many other items simply cannot be justified in the face of overall collection needs, thus requiring faculty and students either to visit more than one library location in order to consult important related materials or to wait for circulating items to be retrieved via the Library Control System and sent to their attention. The problem for researchers and students in interdisciplinary areas is particularly acute and is becoming more serious since so much is now written from an interdisciplinary point of view that many, many publications may be equally relevant to the

users of several libraries. Redundancy also adheres in the necessity for providing basic, and often especially expensive, reference resources, such as encyclopedias, dictionaries, indexes, etc.

(IV) Physical Facilities

Almost all libraries on campus lack space adequate to serve more than a small part of their primary patron group, a problem which typically becomes a near-crisis during the peak use periods of each quarter. Space simply to house collections is in many libraries wholly inadequate, working serious difficulty on users who must contend with crowded stacks and confusing, makeshift "overflow" arrangements. Frequent and time-consuming shifts of large parts of the collections in some department libraries must be made in order to accommodate newly-acquired books and periodical volumes; and already limited library seating must be eliminated or removed to areas outside the library proper. Too, many department libraries exist in quarters not architecturally intended or environmentally suited for library space (particularly with regard to floor load capacity and temperature-humidity control), and flexibility of arrangements is minimal. Some libraries have had to expand to space across public corridors, to other floors of the same building, or have been forced to remove material to storage. Indeed, there is much material in the Main Library which, were adequate space available, would more logically be housed with some department library collections.

The need for additional space simply to house anticipated annual acquisitions will, in any event, be substantial.

Projecting annual increments of 90,000 volumes through 1995/96, the University Libraries, as a whole, will require an additional 135,000 sq. ft. of building space (at .10 sq. ft. per volume) for stack space alone. (The current aggregate shortfall in space needed for only the seventeen libraries cited in this proposal is approximately 90,000 sq. ft.)

(V) Equipment

The need to acquire and maintain equipment essential to effective library operations is a constant financial problem. For the staff, typewriters, calculating machines, filing cabinets, and the like must be purchased in significant quantity to be made available in more than a score of library locations. Similarly, special, often expensive pieces of equipment which would permit better library service (e.g., microform readers, reader-printers, book security systems, and the like) often simply cannot be provided—or provided in sufficient numbers—at so many separate locations, thereby hindering efforts to preserve and make available important research material.

* * * * * * * *

That the OSU Library system continues to function, and function to the evident general satisfaction of the University community, is in considerable part due to the dedicated service of many people on the library faculty and staff, to the efficiencies in intralibrary communication made possible by the on-line Library Control System, and, it must be surmised, to faculty and student understanding and acceptance of the limitations of the status quo.

However, given little prospect for obtaining the additional faculty and staff positions necessary to achieve adequate staffing, and given the

unrelenting pressure of inflation and dollar devaluation on book, periodical, and equipment budgets, the Libraries' capacity to sustain adequate service to the University community with so highly decentralized an organizational structure is, at best, degeneratively problematic.

To illustrate some of the longer term costs associated with continuing decentralization of department libraries, one must examine the cumulative, compound costs of library resources. For example, estimating very conservatively that about $50,000 of the 1980/81 library materials budget is dedicated to maintenance of duplicate journal subscriptions necessitated solely by decentralization of collections, and projecting a minimal annual inflation rate of 15 percent in the cost of such subscriptions, total expenditures for these subscriptions for the 1980/81 - 1995/96 period will approach $2.4 million (with an annual subscription cost in 1995/96 placed at more than $350,000). Taking the larger cost of all duplication for journal subscriptions as being approximately $200,000 in 1980/81, projection through 1995/96 shows a cumulative cost of over $9.5 million (with an annual subscription cost in 1995/96 of more than $1.4 million). It must also be noted that none of these amounts includes associated--and substantial--costs for binding, bookstacks, floor space, or on-going processing costs. Similarly, and while no overall reductions in levels of staffing are contemplated or warranted by this proposal, escalating personnel costs also must be recognized as a significant long-term concern. For example, given a median level of compensation (salary and fringe benefits) of approximately $25,000 for library faculty in 1980/81, and projecting average annual increments of 8 percent, the total, cumulative cost for one library faculty position through 1996 would exceed $675,000.

When both the cost-efficiency of library operations and the quality and effectiveness of library service to academic programs are threatened, as is now plainly the case, serious consideration must be given to exploring

alternative organizational structures. Staff, building space, energy resources, and equipment, as well as book and periodical funds, must be used to the best advantage of the University community as a whole. It is in this context that the following proposal for selective consolidation (i.e., grouping of extant libraries by related disciplines) of department libraries is offered.

Proposal

The choice of department libraries proposed for consolidation is based on a considered review by the Library Administration of the present organizational structure and an analysis of available data (see attachments), as well as by the facts of campus geography. [This proposal does not include any consideration for consolidation of the two undergraduate library facilities on the Columbus campus. Although there is substantial duplication between their collections and services, the fact of the West Campus operation and the high demand placed on both facilities for basic library service mandate continued operation.] Political and emotional factors, although by no means irrelevant, are not addressed; no specific proposals for the necessary physical facilities have been developed (although aggregate space needs are described); and no estimates have yet been made of the substantial capital and other one-time costs of such consolidation. Also, mindful of the great sensitivity of the issues in question and especially of the need for wide discussion about them, this proposal is cast in relatively general terms.

The department libraries suggested for consolidation are:

(I)	AG-VET Library	from the consolidation of	Agriculture Library Veterinary Medicine Library
(II)	LIFE-SCI Library	from the consolidation of	Health Sciences Library Biological Sciences Library Topaz Library of Vision Pharmacy Library
(III)	SCI-TECH Library	from the consolidation of	Chemistry Library Mathematics Library Physics Library Perkins Observatory Library Geology Library Engineering Library Materials Engineering Library
(IV)	SOC-SCI Library	from the consolidation of	Commerce Library Education-Psychology Library Social Work Library Home Economics Library plus collections in sociology, anthropology, and physical education from the Main Library.

The proposal outlined above is, of course, open to various stages of partial implementation (e.g., consolidating only the Education-Psychology and Social Work Libraries). It is also recognized that various special, and in some cases historic, circumstances exist and that they may well militate against consolidation.

Any proposal for specific department library consolidation will necessitate especially careful review of the relationships among many

areas of the Libraries' collections. The creation of a Social Science Library, for example, would (as noted above) give good cause for removal of related portions of collections now housed in the general stacks of the Main Library for want of space in existing related department libraries. It might then become possible to consider some other realignments, such as moving the Journalism Library collection into the Main Library, where many closely related collections and services are housed.

The most compelling attraction of this proposal is the prospect of reducing professional staff attention required to carry out the array of routine management tasks inherent in separate library locations, thereby making it possible to increase the time libraries are able to direct toward providing faculty and students with reference and other consultative services, developing the research collections, and offering much-needed bibliographic instruction. Economies of scale which would be made possible by the consolidation of standard library operations typically performed by support staff and student employees (e.g., circulation desk coverage, reshelving of material, issuance of items on reserve, etc.) are also certain to be significant. Savings thereby generated would permit, among other improvements, expanding and upgrading the quality of basic library service available to faculty and students during evenings and weekends, and, perhaps, the introduction of new services, such as dispersed on-line access to bibliographic data bases such as that now provided by the Mechanized Information Center. The kind of dedicated service and subject expertise which patrons have come to expect and value from department libraries should be enhanced, as relevant staff have more time to spend on substantive services as opposed to administrative detail.

Moreover, the bringing together of related collections will make possible collection enhancement from combination per se, as well as from use of savings made possible by the reduced need to purchase duplicate

items. These savings would be applied to the purchase of additional unique items for the collections, thereby strengthening overall library support for various academic programs within the same budgetary limits. A caution is in order, however. There is desirable, indeed essential, duplication of holdings in any large research library system which serves so many and varied constituencies. The information on duplicate journal subscriptions shown in the attached tables is therefore to be seen as indicative of a body of titles to be reviewed for curtailment of subscriptions and should not be taken as a suggestion that virtually all of this expenditure could be eliminated through consolidation. Ultimate annual savings in cost of duplication would, however, fall minimally in the range of 20 percent to 35 percent (i.e., $40,000-70,000) of the amounts shown, with inflation currently increasing that amount by 15-20 percent per year.

* * * * * * * *

The objectives delineated in this proposal are far-reaching and clearly for the long term. But the concept is not new; consolidation of department libraries has been accomplished at Ohio State--with good effect. It was in September 1969 that four specialized engineering-related libraries (Aero-Civil Engineering Library, Electrical Engineering Library, Davis Welding Library, and the Mechanical Engineering office collection) became the Engineering Library. The Architecture Library, previously housed in Brown Hall, was consolidated with the Engineering Library in September 1970; and the Materials Engineering Library followed in 1973. A review of the coming together of the Engineering Library provides good evidence of the improved service and strengthened collections that must come with any such consolidation. Yet this example also offers instructive evidence of the problems that may well arise in the process of consolidation. Within one year, the Materials Engineering Library was re-established as a separate entity after several faculty members had

voiced strong protest to the University Libraries and to the University administration about the loss of their library.

Conclusion

The real and perceived values of the present department library structure are well recognized in the University Libraries. Many factors enter into faculty and student attachment to the department libraries structure as it now exists. It is evident that more than simple convenience and geographic proximity of a given library to offices and classrooms is frequently at the root of such attitudes. Indeed, pride well describes the feelings that many faculty and students have about their libraries and the people who assist them. It is very much the intent of this proposal to build on the strengths of the department library structure--to preserve and enhance the special and productive relationships that must exist between library users--individual faculty members and students--and individual library faculty and staff. Librarian-specialists clearly are essential in a large research library, and they must be given time and resources adequate to employ their knowledge and experience in assisting researchers, instructors, and students. Similarly, library staff members' skills and experience must be better utilized to provide more personal attention to faculty and students who need assistance with important basic library services.

It has become imperative, for the many reasons cited above, that the organizational status quo of the University Libraries not be continued without rigorous review and wide discussion. Whenever and wherever feasible, steps should be taken toward achieving the ultimate goal of more effective marshaling of the library resources of The Ohio State University, the better to serve the University community.

PROGRAM FOR A COMBINED PHYSICS-GEOLOGY LIBRARY

Revised by

Hal. B. Schell

Richard A. Spohn

Marianna S. Wells

June 2, 1983

University of Cincinnati Libraries

TABLE OF CONTENTS

		page
I.	INTRODUCTION	
	A. Mission of the Physics-Geology Library	2
IN KIT	B. Histories of the Physics and Geology Libraries	3
	C. The New Facility	6
	1. Floor Area Needs	8
	2. Location of Library	9
II.	PROGRAM	10
	A. Entry	10
	B. Areas	11
	. Circulation and Reserve	11
	. Reserve Reading and General Study	13
	. Workroom	14
	. Offices	16
	. Reference Area	18
	. Unbound Periodicals	20
	. Physics Faculty and Graduate Reading Room	21
	. Caster Graduate Reading Room	22
	. Stacks	23
	. Microforms	25
	. Maps	27
	. Conference Room	28
	. Typing Booth and UCC Terminals	29
	. Faculty Study	30
III.	SUMMARY OF SPECIAL EQUIPMENT AND NEEDS	31
IV.	APPENDICES	
IN KIT	. Summary of the OBR Standards as applied to the combined Physics-Geology Library	34
	. Summary of Space Requirements	35

I. INTRODUCTION

A. Mission of the Physics-Geology Library

The mission of the Physics-Geology Library is to provide library support for present and future academic programs in physics and the geosciences by selecting and maintaining an up-to-date and effective pertinent materials collection, and by supplying services and programs suitable to the needs of its users.

B. Histories of the Physics-Geology Libraries

The Geology and Geography departmental library collections have been housed in Old Tech since the early part of this century. Materials were kept in Room 228 until 1949, when the collections were moved to the present site, Room 103, due to the imminent collapse of the floor under the weight of the books. The collection has been maintained in this location with the stacks area continuously encroaching upon study space as the collection size increased.

During the 1970's several moves have been made to cope with the increasing size of the collection and to provide users with better service. During 1972-73 approximately 5,000 volumes were placed in storage in the main campus library storage facility. This move provided space for additions to the collection, but decreased access to almost one-fifth of it. The addition of a 110 square foot office-circulation space removed some of the noise and commotion from the library. Flooding in January, 1978 forced the removal of almost 2,000 volumes to Room 224, Old Tech. These volumes were returned to the main collection when the transfer of 4,000 to 5,000 social science Geography materials to Central Library stacks was completed in the Spring of 1979. During June, 1978 two heat exchangers were installed to cool the library during the summer months to better preserve the collection. Insect infestations have also damaged the collection frequently during

the past several years, requiring frequent spraying.

The Geology Library currently occupies 2,148 square feet in Room 103 Old Tech. The book collection totals almost 30,000 volumes. About 5,000 of these volumes remain in storage in the Old Main Library. Oversized atlases are stored in Rooms 224 and 228 in Old Tech. There are 27 reader spaces, 15 of them arm-chair desks.

The Geology departmental collection of 75,000-80,000 maps occupies about 900 square feet in Room 224 Old Tech. Maps are crammed into forty-six 5-drawer and three 3-drawer flat map cases and five 5-drawer metal file cabinets. There is one user table with several chairs. Much extraneous material is also crammed into the room. The collection is controlled by the departmental library committee, but bibliographic access and filing are performed by Geology departmental staff when time is available.

Physics

The Physics Library has occupied its present quarter for fifty years. Increases in area and shelving have strained its capacity over the years as well as seriously encroached on study space. (Buckling of flooring, a perennial problem, may well be caused by the excess floor weight.) One-fourth of the Physics Collection is now stored in another campus facility under conditions that will eventually cause deterioration to a costly collection. The thirty reader stations, currently available, are well below OBR standards (80). They tend to be used for general study needs by undergraduate students, leaving no space for literature searching, serious reading and browsing of scientific literature, a foremost priority in a library, whose materials tends to be graduate level in nature.

A collection of preprints has been maintained by some of the faculty. This collection would be more accessible if located within the library.

The Observatory Library, a unique and in part rare collection of astronmical data going back to the past century, is housed at the Cincinnati Observatory in Hyde Park. Its location and condition of its present quarters are not conducive to patron access, preservation and security.

C. The New Facility

The new library presents the opportunity to provide better services to users. The physical environment should be designed so as to invite users into the library, to allow the user easy access to materials, and to provide for maximum efficiency in serving users by a limited staff. The library should be carpeted, adequately lighted, and climate controlled to provide an atmosphere pleasant for the user, as well as favorable for preservation of library materials. The work area should provide an enclosed space adequate for receiving and processing materials.

The major benefit to the user will be to have the entire collections consolidated in one location, instead of scattered about various University of Cincinnati campus locations. Combining the collection of Physics and Geology will mutually benefit research interests in such areas as geophysics, upper atmospheric phenomena, crystallography, and the planetary and solar system. The map collection will be brought under the control of the library. With the addition of trained staff, adequate storage, and user space, the library will be able to provide better bibliographic and physical access to this valuable resource for the University community and the Cincinnati metropolitan area. The inclusion of the Caster Library, as an adjunct part of the facility, will add a valuable resource

to the geoscience materials collection. The addition of the Observatory Collection will be a great asset to the Physics Department, and its improved accessibility will enhance the prestige of the University Libraries as a whole.

Users will benefit from extended open hours which will be comparable to other science libraries on the University campus.

Several other positive factors will result from construction of the new facility. The use of a book theft detection system will cut down on losses of library materials by theft. This is particularly important due to the high value and replacement costs of most technical monographs. The addition of microform readers and reader-printers will make the growing number of microforms being produced in the sciences available to our users. Finally, space and wiring provided for terminals will allow for the rapid assimilation of future library technology.

APPENDIX A

Summary of OBR Standards as applied to combined Physics-Geology Library

A. READER SPACES

Physics	(FTE + Faculty) x 6		
	(375 + 25) x 6 =	2,400	
Geology	(FTE + Faculty) x 6		
	(193.3 + 17) x 6	1,262	
		3,662	3,662 sq.ft.

B. STACK SPACE

Physics	1981/82	25,180	
+ Growth to	1996/97*	20,168 @ 4%	
+ Astronomy		13,000	
+ NBS Jr		200	
		58,548 x .09	5,269
Geology	1981/82	32,208	
+ Maps		9,750	
+ Growth to	1996/97*	45,270 @ 5%	
+ Caster Collection		9,000	
		96,228 x .09	8,661
+ Current Journals (phys. & geol.)			450
+ Microforms (phys. & geol.)			350
			14,730 sq.ft.

C. SERVICE AREA

(A + B) x .20

(3,662 + 14,730) x .20 = 3,678 sq.ft.

TOTAL . . . . . 22,070 sq.ft.

* Growth is figured for 10 years beyond estimated year of occupancy (1986/7)

QUEEN'S UNIVERSITY LIBRARY

REPORT ON THE BRANCH LIBRARIES

prepared by

Lin Good
Peter Schell
M.E. Skeith

March 18, 1981

Table of Contents

	Page
Introduction	1
History of branch libraries at Queen's	1
Services offered	2
Size of branch libraries - also Appendix 1	2 and 13
Objectives	3
Advantages	3
Disadvantages	4
User Reaction	4
Security - also Appendix 2	5 and 14-15
Options - Option 1	6-7
Option 2	8
Option 3	9
Option 4	9-10
Staffing - also Appendix 4	10 and 19-20
Recommendations	11
Appendices - 1	
2	
3	
4	16-20

BRANCH LIBRARIES

Introduction

This report is based on the statistical work and policy suggestions made by Mr. V. Mahalingam, Coordinator, Branch Libraries. Queen's University Library is the most decentralized system in Ontario, probably in Canada. The University of Toronto also has many branch libraries, but of course with a much larger user group and geographic spread.

The components of Queen's Library systems are:

Douglas Library -	major collections and administrative services.
Documents Library -	(Mackintosh-Corry Hall)
Law Library -	(Sir John A. Macdonald Hall)
Education Library -	(MacArthur Hall)
Health Sciences Library	(Bracken Library in Botterell Hall)
Twelve branch libraries -	Art, Biology, Chemistry, Chemical Engineering, Civil Engineering, Dupuis, Electrical Engineering, Geology, Math, Mechanical Engineering, Physics, Psychology
Map Library -	housed in Documents in Mackintosh-Corry Hall

History of the Branch Library System

Decentralization seems to have begun early. Specialized collections for Geological Sciences, Mining and Metallurgy, pre-date the main Douglas Library. As each Applied Science building was built a branch library for that subject was included.

Until the 1950's the branch libraries were for applied science and science. However during that expansive decade any department which was given permission to have a new building, or to renovate one, included in the plans a

branch library. Thus libraries for Mathematics, Psychology, Art and Music were added to the list of branches. Fortunately not all requests for branch libraries materialized, and some which did were later rescinded. For example the Department of Geography, when Dr. R.I. Ruggles was head, voluntarily sent all monographs and periodicals back to the main collection in Douglas, leaving Maps and Cartography items only in that branch.

The Department of Computing Science made a similar decision. After trying to work with a small specialized collection, Dr. M.A. Jenkins decided that users would be better served by amalgamation with the Douglas Library. The longer opening hours, more comprehensive reference services, extensive collections in the stacks, and especially the greater security, all persuaded him of this solution.

Services Offered in Branch Libraries

All the branch libraries give public service only, that is Circulation, Reserve and basic Reference. Acquisitions, cataloguing and processing are done in the Douglas Library. This was also the case for the faculty libraries, until, in the 1960's, technical services were transferred to each of them from the Douglas Library. In 1981 technical services for the Education Library will be transferred back to Douglas.

Size of Branch Libraries - see Appendix 1

Three criteria relate to size: -

a) collections
b) staff
c) space

Together the branch library system comprises:

Collections	200,000 volumes 125,000 non-book items 2,177 periodical titles per annum 1,057 continuation titles per annum
Staff	4 full-time librarians 17.5 full-time FTE library technicians 7,000 hours of casual help
Space	38,000 square feet 680 seats for users

58

The smallest, Electrical Engineering, has just over 6,000 volumes; the largest, Geological Sciences, has more than 62,000 volumes, and 20,000 specialized maps in addition to those in the Map Library.

Objectives of Branch Libraries

The objectives for the staff of the branch libraries are the same as those for the entire library system. The main difference lies in the highly specialized nature of the collection and the more personal integration of the library with the immediate users. Generally speaking these objectives can be summarized as:

- to supply current material for teaching and research, at the level appropriate to the discipline concerned. This varies from an honours undergraduate collection e.g Music to a post-doctoral collection e.g. Geological Sciences.

- to evaluate the collection continuously, to relate it to other collections on the campus and in the Ontario system and to generate the new acquisitions necessary to keep the collection current.

- to provide adequate user space with such facilities and equipment as are appropriate.

- to provide basic reference service, and to inform the reader of the back-up services in Douglas.

- to interact with the users, to ascertain their needs and to inform the administration of those needs.

Advantages of the Branch Libraries

- collections are immediately relevant, current, and can be browsed directly on the shelves.

- located in the user department, and thus able to interact closely with those departments.

- interaction between small library staff and a small user group, leading to identification of users with the facility.

- key access for users in most of the buildings.

Disadvantages of the branch libraries

- separation from the major collections and supplementary refererence services in the Douglas Library.
- limited and sometimes inadequate facilities in departmental buildings.
- limited reference service.
- limited staff, with little backup because other staff in the branch system are in separate buildings.
- no extended hours, leading to personal key access and security problems.
- lack of control beoause of keys available to people other than those authorized by library administration.
- incomplete bibliographic access to the other collections at Queen's.

This last is being rectified by the installation of terminals linking the branch system with the Douglas Library, and eventually with the faculty libraries. The present public query terminals in the branches give access to the Douglas Library data base. Installation of the circulation terminals in the future will give even more information on the status and availability of material.

User Reaction

Records of user reaction are generally favourable. During the past two years the only complaints received have been:

1) delays in campus mail, especially for receipt of periodicals.
2) inadequate hours of opening, especially during evenings.
3) lack of acquisition funds for periodicals (this is not specifically a branch problem however, all departments complain of it).
4) lack of tight control because of key access to faculty and graduate students.

Security

In 1980 there was a major theft from Dupuis Hall Library. This was unusual in that it occurred at night, was obviously the work of either a skilled amateur or a professional, and eventually resulted in a very thorough investigation and replacement.

An analysis of losses from 1975-1980 inclusive shows that between 1200-1300 volumes per year disappear from the branch library system, mainly monographs. In two locations, Psychology and Geology, periodicals, especially single issues, also disappear. There seems to be no direct relationship between the use of key access by graduates and faculty and the loss of material. A detailed breakdown of the experience of each branch location is given in Appendix 2.

Future of the Branch Library System

Budget projections necessitate a review of the branch library system. To date, the annual decrease in staff required to meet budgetary targets, has been achieved mainly by decreasing the staff in the technical services departments of the Douglas Library and the Education Library. In preparing the five year implementation schedule for automation, a projection of staffing needs was given, bearing in mind the inevitable annual decrease in funds received. This projection convinced the library administration that no area of the library system, not even the branch libraries, could be considered exempt from the necessity of retrenchment.

Decreasing staff as attrition occurs may not work in the branch library system. Each location has only one or two staff and attrition may not come in the needed places. A plan is required. Consequently possible amalgamation of present branches has been considered, to reduce the number of service points whilst still maintaining as much direct service as can be achieved.

Options

Option 1.

Eight branches could be amalgamated to form a science and engineering library: These would be Chemistry, Dupuis, Geology, Electrical Engineering, Civil Engineering, Mechanical Engineering, Mathematics and Physics. This would result in a library of

150,000 volumes
20,000 maps
2,000 microforms
1,550 current journals
800 current continuations

12 FTE staff (including 3 librarians)
1,650 major users
1,050 less frequent users

These branches presently occupy 2200 m^2 (23,700 sq. ft.) and have a seating capacity of 411. To accommodate these collections and users for eight to ten year growth, new or renovated space of 2500 m would be necessary. New space would seem to be out of the question in the present state of capital funding in Ontario. Only renovated space is feasible, and the possible locations are Ellis Hall, Gordon Hall, or less desirably, Stirling Hall. Ellis Hall is the most easily adapted for this purpose, although if such a proposal were accepted a detailed study would be essential. Naturally it is recognized that some present occupants of Ellis Hall would be dispossessed, and there would be a domino affect on other buildings. Only if the advantages of this amalgamation seem to be overwhelming would it be advisable to proceed with the long-term planning and renovations required.

Advantages of Option 1

1) Science and Engineering collections could be integrated, making a major facility in one location.

2) Duplication of material could be reduced, since some duplication arises because of separate locations.

3) More sophisticated reference service, based on the larger collection of reference, periodicals and other materials could be given.

4) Interdisciplinary reference work, and interdisciplinary browsing would be available to the users.

5) Equipment and services based on the larger volume could be

given. Photocopiers, microform readers, could be grouped in the major buildings for optimum use as opposed to the single locations scattered use, of the present locations.

6) Staff savings could be made. Some present branches work slightly below average, others well above. Time is lost between buildings so back-up is difficult. Scheduling would be much easier in one location.

7) Longer hours of opening could be effected, which would both benefit the users and increase security of the collection.

Disadvantages of Option 1

1) Capital cost of renovations and adaptation of buildings.

2) Dislocation of present users in building selected for major library.

3) Lack of immediate access to specialized small collections by staff in each present department with a branch library.

4) Loss of personal identification with a small branch.

With Option 1, which amalgamates eight into one, the following moves should also be considered: -

- Biology and Psychology could be moved to Douglas and Bracken. Some of the volumes especially in Psychology, fit with the Douglas Library collections and uses, others, especially in Biology, fit with Bracken. A careful analysis could be made to achieve the best use of the collections as supplements to the other major collections. Bracken would then become the Life Sciences library.

- Art and Music would remain, since there is not sufficient space to move these entire collections back to Douglas and they do not fit with any other uses in branch locations.

- Maps should be moved administratively to Documents; they are now housed in the Documents area, and the coding and processing of maps is similar to that of documents.

Space: This option can only just be fitted into Ellis Hall. Some user space might be cramped. However as we have no use patterns for this type of major science and engineering library, detailed planning would be necessary should this option be chosen.

For space data see Appendix 3.

Option 2

This is a minor variation of Option 1, but, in several ways, a more workable proposal.

The following could be amalgamated to form a science and engineering library: Chemistry, Dupuis, Electrical Engineering, Civil Engineering, Mechanical Engineering, Mathematics and Physics. As in Option 1, the preferred location is Ellis Hall.

The Geological Sciences Library would stay in its present location. It has a long history as a special purpose library, is one of the biggest and best in Canada, and has always functioned satisfactorily well. By allowing Geology to remain in its present location, more space would be available in Ellis Hall for the other collections if this amalgamation is authorized. Future expansions of the Geological Sciences Library could be accommodated by moving some of the offices adjacent to the present space.

All the other parts of Option 1 would be included in Option 2. That is, the Map Library could be administered as part of the Documents Unit, Biology and Psychology could be moved to Douglas and Bracken, Art and Music would remain in their present locations.

The advantages and disadvantages are as in Option 1, except that there is one additional location to be covered and of course thus one fewer department to be deprived of its special library.

For space plan see Appendix 3.

Option 3

This is another variation of Options 1 and 2. Fewer collections would be amalgamated in Ellis Hall, which has the advantage of providing more user space and room for expansion. The components of Option 3 are:

Geological Sciences - in present location.

Electrical Engineering - combined with Mathematics Library in Mathematics Library.

Physics - in present location.

Civil Engineering, Dupuis collections, Chemistry and Mechanical Engineering combined in Ellis Hall.

Art & Music - stay in present locations.

Maps - with Documents

Biology & Psychology - as in Options 1 and 2.

Various advantages and disadvantages are as outlined for Options 1 and 2.

For space data see Appendix 3.

ADDENDUM TO BRANCH LIBRARY REPORT

Option 3 is open to many variations. The main principles of Option 3 are: -

- to reduce the number of service points.
- to amalgamate collections which have disciplinary connections.
- to use existing space rather than new or renovated space requiring capital investment.

Following are two other variations of Option 3.

Option 3A

Geological Sciences	- in present location.
Electrical Engineering, Mechanical Engineering, Dupuis collections and Civil Engineering	- in Ellis Hall
Chemistry	- in present location.
Physics	- in present location.
Math	- in present location.
Art and Music	- in present locations.
Biology and Psychology	- as in Options 1 and 2.

Option 3B

Geological Sciences and Dupuis	- combined in present Geological Sciences location, to make an Earth Sciences Library.
Civil Engineering, Electrical Engineering and Mechanical Engineering	- combined in Ellis Hall.

All others as in Option 3A

Option 3C

Any other grouping which is feasible, acceptable and fits the three above mentioned principles.

Option 4

The status quo is always a possible option, preferably with automated circulation in each location. With this, and the continuous de-selection of material which continues, this is an option until our storage facilities are exhausted.

However, even with this option, it would be advisable to place the Map Library administratively with the Documents Unit. The library technicians for the Map Library, one L.T.5 and a half L.T.3 would move with the collection to the Documents Unit. The other half of the L.T.3 position is already assigned to Documents.

One problem with Option 4 is that, the savings made by automating circulation, cannot necessarily be used to extend the hours. The scheduling of staff time beyond the normal working day, or beyond the normal 35-hour work week, prevents it. For example, if automating circulation leads to a one-person location being reduced to a .6-person location, the only way to make a real dollar savings would be to shorten the hours of opening that location. However this would of course result in a location normally open during a regular work week being reduced to a half-time schedule. The probable solution, for the benefit of users, would be to leave the one person at the branch.

Finally, in Option 4, it must be emphasized that all the statistical analyses which have accompanied the preparation of this report show that the two Fine Arts Libraries, Art and Music, carry an extremely heavy circulation load. They continue to function satisfactorily only by the use of casual hours, a librarian, assigned half-time to each, who also voluntarily works overtime, and in Music some student volunteers who have always helped the library staff with non-scheduled and emergency tasks. Regardless of which solution for the future is adopted, some attention must be paid to these two branches and the review of them is continuing, after which a proposal will be made.

Staffing For Each Option

There are a number of ways in which branch library staffing requirements can be determined. In this report (see Appendix 4), a very simplistic approach has been chosen which uses 1979/80 recorded circulation and reserve statistics, while extending branch library hours to 99 hours/week during

term (i.e., the same as Douglas), and introducing on-line circulation routines. Work-load per staff member has been determined by use of comparable Douglas Library statistics in the projections concerned with automated routines. Should one of the options in this report be selected, of course, a thorough staffing analysis would be required, as no allowance has been made for tasks which are unconnected with circulation and reserve but which are equally important in the provision of good library service. These include such tasks as recording receipt (or claiming non-receipt) of periodical issues, initial verification of order requests, bindery preparation, etc. etc.

In addition, only a minimum allowance for sick leave and vacation periods has been built in. The normal expectation is that this minimum will be adequate, as the library's staffing requirements have always been based on the anticipated norm, not on emergency or peak load situations.

A review of the four staffing options outlined in Appendix 4 indicates that extended branch library hours are possible only in those locations (existing or proposed) where the volume of transactions is of a certain magnitude. Amalgamation provides operating locations which are large enough to be viable, and staff savings, difficult if not impossible to attain with thirteen locations, are to be expected.

Recommendations

1. Option 3 is recommended as a workable long-range solution. The advantages summarized in the discussion of options, together with the benefits shown on the staffing table (Appendix 4) outweigh the disadvantages from the library administrative view-point.

   Immediate user reaction might be negative but the benefits of extended hours and better service at consolidated locations should counter-act these on implementation.

2. Option 4 is the second choice if Option 3 is unacceptable.

3. Options 1 and 2 at first glance seem to have some appeal administratively but the advantages over Option 3 do not appear substantial enough to warrant the greater capital investment and dislocation of non-library uses.

4. The Map Library collections and library technicians staff, should be moved administratively to the Documents Unit as soon as possible.

5. A complete review of procedures and staff analysis should be performed in Art and Music libraries to ascertain whether additional staffing is required as the statistics seem to indicate and to suggest possible solutions bearing in mind all policy and budget requirements.

BRANCH LIBRARY REPORT Appendix 3

SPACE CALCULATION FOR OPTIONS I,II,III

OPTION 1	UNIT	PRESENT AREA		
Combine all Science and Engineering into 1 in Ellis Hall	Civil	1802 nasf	Space available in Ellis Hall 2nd floor	18,800 na
	Dupuis	3304		
	Electrical	805		
	Geology	3810	Space required	22,300 na
	Mechanical	1670		
	Chemistry	3256		
	Math	5008	Shortfall	4,000 na
	Physics	3133		
Option I Total		22,788 nasf	Some of the difference cou be found in space savings by having only 1 circulati and work area instead of 8	

OPTION 2			
(Option 1 but leaving Geology in Bruce Wing)	Total	22,800 nasf	Available (Ellis Hall 2nd floor) 18,800
	Geol	3800	
		19,000 nasf	Required 19,000
			Shortfall 200
			The difference can be found in spase savings by having 1 circulation area instead of 7.

OPTION III				
(Same as Option II but combining Electrical with Mathematics and leaving Physics in Stirling)	Total		19,000	Available (West Wing) Ellis Hall 2nd floor) 13,000 na
	Electrical	805		
	Math	5008		
	Physics	3133		Required 10,000
		8946	9,000	
				Growth Space 3,000
			10,000	

* All Figures in Imperial Measure

PRS March 19,1931

Appendix 4

OPTION 1

STAFFING

	1979/80 Transactions	Present LT Staff	Manual System & Ext. Hrs.	Automated System & Ext. Hrs.
Science/Engineering	64,860	12.5	11	6.5
Music/Art	77,470	3.5	13	7.5
OPTION 2				
Science/Engineering	51,649	11.5	8.5	5
Geology	13,211	1	2	1.5
Art/Music	77,470	3.5	13	7.5
OPTION 3				
Civil Engineering Dupuis Mechanical Engineering Chemistry	31,999	4.5	5.5	3
Math Electrical	8,467	2	1.5	1 *
Physics	11,183	1.5	2	1 *
Geology	13,211	1	2	1.5
Art Music	77,470	3.5	13	7.5

* Not possible to extend hours therefore except with casual help since one staff member cannot work longer than 35 hours per week. With 1 staff no shift or scheduling off-hours with regular staff can be done.

OPTION 4

	Trans.	Present	Manual & Ext.	Auto. & Ext.
Civil Eng.	5,335	1	1	0.5
Dupuis	12,674	1.5	2	1.5
Electrical Eng.	2,055	0.5	0.5	0.25
Mechanical Eng.	2,772	0.5	0.5	0.25
Chemistry	11,218	1.5	2	1
Biology	18,403	2	3	1.75
Psychology	17,324	1.5	3	1.65
Geology	13,211	1	2	1.25
Art	38,844	1.5	6.5	3.67
Music	38,626	2	6.5	3.67
Math	6,412	1.5	1	0.6
Physics	11,183	1.5	2	1

University Libraries

Excerpts

State University of New York at Albany

REPORT

of the

TASK FORCE TO DEVELOP AN IMPLEMENTATION PLAN

FOR THE

UNIVERSITY LIBRARIES' GRADUATE LIBRARY OF PUBLIC POLICY

submitted to the Director of Libraries

November 16, 1981

Toni Addotta
Carol L. Anderson, Chair
Meredith Butler, ex-officio
Ruth A. Fraley
Marion Munzer
Greg Rickes

Access Services, 1400 Washington Avenue, Albany, New York 12222, 518/457-3364

TABLE OF CONTENTS

		PAGE
I.	Introduction	1
II.	Charge to the Task Force	3
III.	Implementing the Graduate Library of Public Policy	5
IV.	The Graduate Library of Public Policy Implementation Alternatives	15
V.	Implementation Details	31
	Collection Transfer: Description, Staffing, Costs	32
	Costs: Equipment & Moving	37
	Timetable for Implementing the Graduate Library	41
	Staffing	44
	Summarization of Meetings held for staff in the University Libraries	48
VI.	Proposed Mission Statement for Graduate Library of Public Policy	49
VII.	The Information Center Concept	50
VIII.	Resources, Collections and Services	55
IX.	General Features of GLPP	66
X.	Potential Evolution	67
XI.	Feedback and Evaluation	68
XII.	Recommendations	69
	Appendices:	
A.	Report on New Technologies	70
B.	Equipment and Costs for GLPP	73
C.	GLPP Collection Advisory Committee	75
D.	Collection and Patron Security	77
E.	Facility Renovations for Hawley Library	82
F.	Task Force Meeting Announcements	83

I. Introduction

The Nelson A. Rockefeller College of Public Affairs and Policy was formed in Spring 1981, from existing resources within the University. The State University of New York at Albany had long assumed, as an important special mission, the orientation of research and education to the needs of public affairs and policy. The commitment to the public affairs was formalized by the formation of the Rockefeller College.

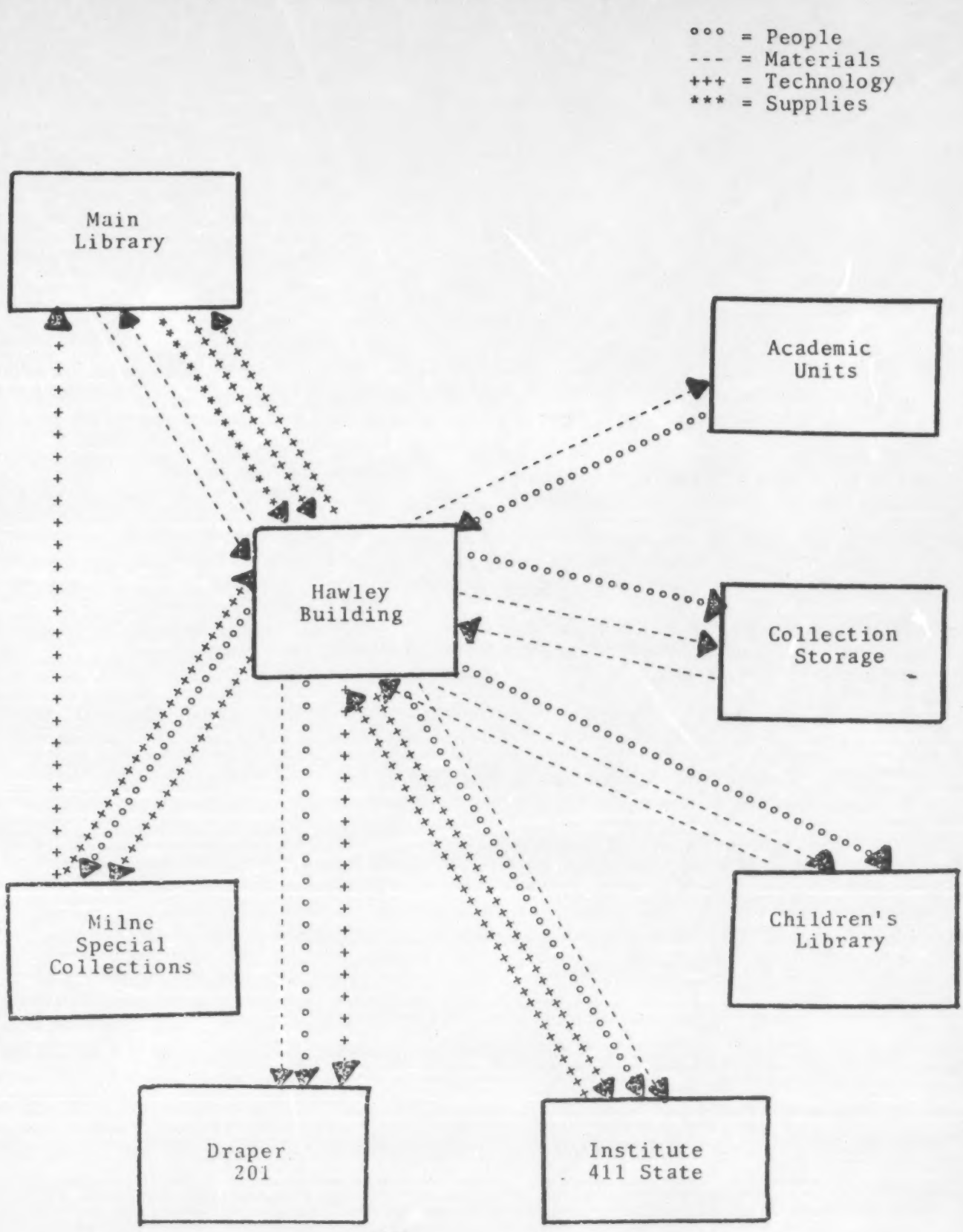
The establishment of the College has implications for the services offered by the University Libraries. Two library consultants made on-site visits in March and subsequently presented reports. The Task Force to Develop an Implementation Plan for the University Libraries' Graduate Library of Public Policy is the second step of a process begun last May in the University Libraries when the Task Force on Public Affairs and Policy Planning and Space Options was formed. The final report of the Space Options Task Force was accepted by the Director of Libraries in August 1981.

The Space Options Task Force focused on possible uses of the identified spaces on the East Campus. Collections and services located at the Main Library were considered for relocation on the East Campus. Pros and cons were presented and several alternative uses of the spaces were suggested in the final report.

In August 1981, the library supporting the Nelson A. Rockefeller College was designated as the Graduate Library of Public Policy. The organizational structure of GLPP was announced and in August the Director of Libraries formed a public affairs and policy collection development advisory group. The Implementation Task Force was formed at this time.

The Implementation Task Force met three times as a group and also had held two library staff "hearings" in October. At this writing, additional space has not been allocated to the University Libraries on the East Campus. Nevertheless, at the Director's request, the Task Force has conducted what could be termed a "simulation." We have assumed that the University Libraries will be allotted the Milne Reading Room (220); the Criminal Justice Reading Room (Draper 201); Draper Rooms 41, 41A, and 40; and the enclosed peristyle adjacent to Hawley's basement. Given these assumptions, we have proceeded accordingly.

GRADUATE LIBRARY OF PUBLIC POLICY



76

II. Charge to the Task Force

State University of New York at Albany

TO: Toni Addotta
Carol Anderson
Ruth Fraley
Marion Munzer
Greg Rickes

FROM: Joseph Z. Nitecki

DATE: September 2, 1981

SUBJECT: Task Force to Develop an Implementation Plan for the University Libraries' Graduate Library of Public Policy

I am pleased that each one of you is willing to serve on a task force which marks the second phase of planning library support for public affairs on the east campus. Carol Anderson has accepted chairmanship of the task force. Meredith Butler, in her role as planning officer for the University Libraries, will also work with the task force.

The Task Force on Public Affairs and Policy Planning and Space Options submitted its report early in August and I accepted the report on August 25. Using the recommendations of this report as a base (Option A, pp 9-10) please plan to implement the proposed concept.

In summary, Option A proposes:

1. Remove bound periodicals 5 years or older from Hawley collections.
   Remove children's collection.
   House these collections on the east campus in open or closed storage areas.

2. Move to Hawley 35,110 volumes from the Main
   15,000 curricular specific (approximate)
   9,100 state documents
   10,096 GSPA monographs/periodicals
   914 reference, indexes and abstracts

University Libraries, UL 123, 1400 Washington Avenue, Albany, New York 12222, 518/457-8541 or -8540

The concept of two phases is viable and your planning should take this into account. The University Libraries have a firm commitment on Milne 220. Milne is to be used as a Current Periodicals Room open Monday-Thursday, 10-10 and Fridays 10-6. One room in Draper will be utilized as a handicapped reading room. A commitment has yet to be received on any additional space in Draper although storage space on the east campus for 17,000 volumes has been promised.

The task force is charged with:

1. Identifying all relevant issues which result from this concept and developing plans to implement the issues and address the concept.

2. Serve as a forum for library staff input.

3. Preparing implementation timetables.

4. Defining requirements for meeting established timetables and securing appropriate support documentation.

Target date for the final report is November 16, 1981.

JZN/lmd

Timetable for Implementing the Graduate Library

A. Space

Decision made on spaces to be assigned for library use — 12/81
Decision made on use of spaces assigned
Spaces inspected for factors such as adequacy of electric power, accessibility by handicapped, readiness for occupancy (flooring finished, walls painted, etc.)
Floor plans prepared
Sign needs determined
Added structural changes detailed

B. Services

1. To be provided during the move
   Types of services needed determined
   Hours of services determined
   Estimate made of number and levels of personnel required
   Sources of personnel determined (For example, present staff augmented by personnel provided under Temporary Service Funds)
   Locations of services determined
   Publicity distributed regarding effect of the move on services (For example, location of personnel, hours of service)

2. To be provided after completion of the move
   Types of services needed determined
   Hours of services determined
   Estimate made of number and levels of personnel required
   Sources of personnel determined (For example, present staff augmented by personnel provided under Temporary Service Funds, transferred from the Main Library, or new positions budgeted)
   Location of services determined
   Publicity distributed regarding services

C. Personnel

1. Installation of equipment, for moving of furniture, for moving of library materials
   Estimate made of number and levels of personnel required
   Sources of funding investigated
   Decision made on which personnel are to come from commercial firms, from University Plant Administration, from University Libraries
   Personnel interviewed
   Personnel hired
   Personnel trained

2. Changing library records
   Estimate made of number and levels of personnel required
   Sources of funding investigated
   Personnel interviewed
   Personnel hired
   Personnel trained

2. Staffing Graduate Library (during and after the move)
   Estimate made of number and levels of personnel required
   Sources of funding investigated
   Assignment of personnel made
   Personnel interviewed
   Personnel hired
   Personnel trained

D. Furniture, Equipment, Shelving

Decision made on items needed
Availability of items investigated (items on campus, either in the library or in University storage)
Orders placed for new items (note: shelving requires 120 days for delivery)
Shelving, furniture, and equipment installed where needed

E. Moving of Library Materials to the Graduate Library
Report of GLPP Collection Task Force accepted or modified at Director's request
Estimate made of amount of materials to be moved
Sequence of moving items decided
Materials removed from Hawley as determined
Materials on East Campus relocated as determined
Decision made on whether to contract with commercial moving firm or to use University personnel and equipment
Date of moving determined (date is dependent upon GSPA move)
Equipment for moving ordered (boxes, conveyor belts, etc.)
Reservations made for trucks (commerical mover's trucks or University trucks as previously determined)
Procedures written for moving of materials
Estimate made of number and levels of personnel required
Sources of funding for personnel investigated
Decision made on which personnel are to come from commercial firms, from University Plant Administration, from University Libraries
Personnel interviewed
Personnel hired
Personnel trained
Publicity distributed regarding move (information given to Library staff members, sent to deans and faculty members of schools involved, posted in school bulletin boards and in Hawley, announced in ASP and University News)
Shelves labeled in Graduate Library with class numbers or types of materials to be placed on those shelves. In cases where a segment of the collection is to be moved (such as state documents) labeling should include the shelves in the Main Library from which material is to be taken.

Test run made
Notices prepared for posting in the Graduate Library regarding location of items
Notices prepared for posting in the Main Library regarding move of segment/segments of the collection
Move begun
Move completed

F. Changing Library Records for Items or Segments of the Collection Moved To Graduate Library

Procedures written
Estimate made of number and levels of personnel required
Estimate made of amount of supplies required
Sources of funding investigated
Supplies ordered
Personnel assigned
Personnel interviewed
Personnel hired
Personnel trained

Staffing

The number of graduate students and faculty to be housed on the East Campus is expected to increase over 40% when GSPA moves. It is anticipated that this increase will impact on all units presently on the campus.

Library services, such as reserve, circulation, reference and interlibrary loan, will have a significant increase. Hawley staff have noted that many faculty and students from the schools on the East Campus preface queries with a statement that they "never used the main library..." leading to the strong feeling but unsubstantiated statement that use of services increases when units move to this campus.

The increase in numbers of patrons as one separate consideration will result in a need for increased staffing at GLPP. The attached chart relates staffing and simulation options. It is assumed that there will be considerable cross training and interchangeability of staff within guidelines as the work load fluctuates.

Summarization of Meetings held for
Staff in the University Libraries

The Implementation Task Force was specifically charged with serving "as a forum for library staff input." To this end, two meetings were held which were open to all staff.

The meetings were announced in the October 9 Green Sheet and the Green Sheet of October 16. One person responded to the request for topics to be included on the agenda.

The first meeting was held on October 22 at 11:00 and the second meeting was at 1:30 on October 30. Twelve persons attended the first meeting while 16 attended the second meeting. From both meetings, the Task Force gained new perspectives. We hope that staff found the meetings to be a useful informational session about the possibilities for GLPP.

Ideas and concerns expressed by staff.

-- The Graduate Library for Public Policy will need to provide information retrieval services on the East Campus.

-- Will staff be relocated from Main to Hawley?

-- Will card catalogs proliferate on the East Campus, given multiple physical locations? Who will establish and maintain these catalogs?

-- What about using Milne as an instructional, graduate center? Information retrieval for GLPP could be located in Milne.

-- Concern was expressed about the idea of a "handicapped reading room" labeled as such. Access for the handicapped in the East Campus library facilities is far from ideal.

-- Has the Task Force discussed the establishment of a separate interlibrary loan operation on the East Campus? (The Task Force has not discussed this possibility although the administration may wish to review this option after GLPP has been "in place" for six-twelve months.)

-- Great concern was expressed about the limited hours of access to current periodicals in Milne.

-- Although GLPP is called the "Graduate Library" many undergraduates will need to use materials housed at GLPP.

-- A number of persons expressed concern about the lack of space commitments for GLPP.

VI. Propcsed Mission Statement for Graduate Library of Public Policy

The mission of the University Libraries of the State University of New York at Albany is to collect, organize, retrieve and interpret information resources in support of the instructional, research, service and other relevant needs of the University community. The University Libraries serve all students, faculty and staff and an indeterminate number of patrons from other colleges and universities and the local community.

The Graduate Library of Public Affairs and Policy serves the Nelson A. Rockefeller College of Public Affairs and Policy and the Rockefeller Institute of Government (the former a structure of federated graduate academic units and the latter a SUNY institute). The College encompasses the schools of Criminal Justice, Social Welfare and Public Affairs in addition to the Institute of Government and Policy Studies, the Institute of Gerontology, the Center for Women in Government, the Comparative Development Studies Center and the Center for Mental Health Policy Studies.

The GLPP facilitates and assists cross disciplinary doctoral level research. It functions as a base resource, providing both materials and access to information in a variety of formats and locations. Cooperative agreements on the local, regional and national levels facilitate this flow of materials and information. The premise underlying the development of component parts for the Library takes cognizance of limited resources and finite space.

Development of "current awarenesss" information resources supports SUNYA's concept of a University Public Policy Forum. The Forum is conceived as offering semester-long interdisciplinary seminars encouraging joint university-government attention to important medium-to-long-term public issues.

The primary mission of GLPP is to contribute to the excellence of the Nelson Rockefeller College and the Nelson A. Rockefeller Institute for Government and to aid both the College and Institute in focusing national recognition on them as a major source of knowledge relating to public policy and analysis.

VII. The Information Center Concept

Regardless of space utilization, the establishment of the Graduate Library of Public Policy encourages the use of new technologies and new ideas about information, retrieval and usage. The Task Force sees this concept as providing the potential for SUNYA to be a leader within ARL and other academic libraries.

Two concepts for the GLPP were explored: the "traditional library" and the "library of the future." The idea of the "library of the future" presents an interesting potential for GLPP, and our innovative approach relying on new technologies appeared extremely attractive since it emphasizes delivery of information as opposed to the costly moving of books.

The Graduate Library will be non-traditional in its physical configuration, with its components spread over the entire East Campus. To overcome this disadvantage and the additional one of remoteness from the Main Library, advantage must be taken of new technologies. These new technologies will enable the Graduate Library to meet its primary goal of placing patrons and information together.

Systems and Operations

Limited resources mandate an innovative approach. Factors to be considered include the following:

A. Multiple physical locations

1. The physical location of collections and access mechanisms is contingent upon the spaces allotted and also the library needs of the College and its component schools.

2. The administrative unit, which will facilitate operations, maintain control, examine directions and monitor capabilities, will be located in Milne.

3. Remote locations will be used for those library services which require minimal staffing needed on site. The intent is to provide resources and directions that can retain flexible characteristics and adapt to the evolution of the Rockefeller College and Institute without shifting special expertise personnel permanently.

4. Remote locations intended to be open to the public will be stations in a delivery system. Delivery, particularly of any quantity, may have to be conducted at predetermined times or intervals. Required materials will be retrieved within the library components in the Graduate Library and also between Main and Hawley.

5. Main and Hawley will have regular delivery of requested items. They will be the only two locations for supply dissemination and record keeping thereby providing control and accountability.

B. Technological Support

1. Initial automated support will come from the systems already in existence and operating within the University Libraries.

a. There are three: OCLC, LCS, and IR

-- Library Circulation System (LCS)

The LCS system would be installed at locations where collection information is needed. The system presently functions as a materials locator for Hawley patrons. There is recognition of the incomplete nature of bibliographic records; however, patrons are apparently able to work around this disadvantage. This is a service that patrons have begun to expect as a right and perceive as essential to use of the Library. Failure to provide this basic service would create an inaccurate perception of the ability of the University Libraries to support research and study. One indication of acceptance of the system is the fact that some University faculty, including members from the Rockefeller College, have their own terminals and pay for dial-up access to LCS.

It is a "given" that at least one CRT will be needed in each location. Printers should be located in the rooms in Milne and Draper and the Institute. There may be some requests to expand patron capabilities within the LCS system. These can be worked out with the University Library System Development Office and implemented in another phase. For example, the ability to place a remote paging request or a hold or recall will be desirable at the remote sites.

-- OCLC or RLIN

The primary reference service point for GLPP should contain either an OCLC or RLIN terminal for verification, preliminary locations, and full bibliographic information. Plans for commitment and installation of this terminal should precede with the plans for the GLPP. Interlibrary loan request status, clarification and mechanics can be accomplished via OCLC.

1. The terminal for the bibliographic utility should be located at the primary service point of the library where professional assistance to aid the operation and explanation of the system is available. This expertise, in a computer literate environment, would be needed sporadically, not necessarily constantly.

The OCLC terminal presently located in Hawley is used by the School of Library and Information Science for student instruction and use, and is not available to library staff members. If a different agreement were to be reached, the location of the terminal would have to be renegotiated as its present location is not suited for reference or public access. The location of terminal in the glassed-in mezzanine has a subtle advantage in that it sets an atmosphere of small group study. This atmosphere has been maintained and self-policed by the users at Hawley. Since there is such a paucity of real study space, this productive use should be encouraged.

-- Information Retrieval

The question of duplication of basic reference tools appropriate or curricular-specific to GSPA and the Rockefeller College will be affected by budget. In addition, reference needs of the Rockefeller Institute appear to be developing in a diverse manner.

The question of identification and duplication of key reference tools created problems never completely resolved when establishing the existing Hawley collection. An IR terminal which can access data bases holding reference sources can save funds and space in terms of eliminating subscription costs of printed copies of reference sources.

One primary objective would be to add non-bibliographic resources and to use the terminal in lieu of print resources. The question is, once again, one of maximizing limited resources. IR service can also include those items commonly described as those for "Ready Reference." This type of query is common at the graduate level, particularly when people are publishing, and telephone calls to Main are charged, timed external calls. The defined paucity of collection support buttresses the need for an alternative other than selected print resources. The interdisciplinary intent of the units further supports this concept. Much confusion and some

non-palative alternatives can readily arise from the need to support in-depth study of specific questions during a finite period of time, i.e. a semester. The library needs to react quickly to diverse questions.

IR service would be an extension of existing services albeit modified to suit the particular needs of GLPP, not necessarily a mirror image of the service at Main.

-- Policy Information Network (PIN)

This is the specific area where GLPP has the greatest potential to assume a leadership role consistent with the research library status. Microcomputers in a network configuration have the greatest potential in today's technological environment. The present systems, even those with Winchester disks, can chain or link a limited number of user stations. American Society of Information Scientists is supporting systems that are using micros for electronic message sending. The New York Library Association is presently providing test libraries 200 miles apart to experiment with it. Installing a system in the Graduate Library would go one step further: it could offer itself as a prototype.

Telefacsimile transmission exists in some libraries such as the State Library but is still dependent on photo copies. To transmit an original document or section of a book should be our ultimate objective. (M. Munzer's summary of the state of the art is appended.) If we build our collections to respond to specific requirements of the college and its component schools, we would anticipate acquisition of manuscripts and current awareness materials. Since we are consistently aware of space problems, we must recognize the need to transmit portions or pages of these materials. This can be set up in the prototype configuration. The technology will eventually provide the base for cooperative manuscript transmission on a regional or national level.

The current awareness aspect of GLPP can begin almost immediately if microcomputers are set up at Hawley, Draper, Milne, and the Institute. One objective of PIN is to interface with microsystems in use or installed at the University in addition to being a stand-alone network. Communication would be direct, the volume fluctuating

in response to needs. If a specific topic, its multiple facets, and needed information is entered in a microcomputer at one location, the information can be received by the appropriate staff at another location. Either computer-to-computer night exchanges or daily message communication is possible. Raw data, regular reference activities, and pertinent human resources are all possible information units. A research-oriented version of the multiple hotlines and telephone reference centers existing in public libraries would be created through the use of microcomputers so that 24 hour staffing needs can be avoided and the queries and responses better directed.

A link is needed between the resources supporting the College and those supporting the State Library. Both institutions are facing extreme financial constraints and have been unevently supported in the past. Preliminary steps should involve an overlap tape study of collections to define any real complimentary material before expensive or cosmetic links are introduced.

The possibility of electronic messages, telefacsimile transmission and multiple resources has become more realistic since the introduction of chips and the micros. Transmission of a full page of bound text will soon be possible. Installation of the topic-committed PIN would be a step toward establishing a network concept and would provide a base for technological growth. We may not have to install fiber optic cables at this point, but we should be certain to install telephone lines with extra wide conduits so that we can move quickly and decisively.

X. Potential Evolution

A. Necessary for maximum service effectiveness (3 years)

1. On-line serials control. Whether this is implemented as part of the LCS system or not, serials control is important in increasing productivity and efficiency. When items are in a remote location, the ability to determine if a needed volume is on the shelves, claimed or at the bindery, prior to attempted retrieval is of primary concern. If this system is implemented on the LCS, then it can be part of a basic retrieval mechanism.

2. Cooperative regional and national subject network. Agreements, formal and informal, should be in place during this time period. Preferably within the three year time frame; the capability to transmit manuscripts on-line will probably be operable so that a realistic attachment may be added to PIN. This may be initiated as a prototype.

3. On-line catalog. The LCS systems, in spite of its obvious problems, presently functions in this capacity. There is a need for a more complete bibliographic record as well as information about items and collections that are scattered in and about the University Libraries.

4. Internal transmission of reserve materials. Assuming that the telefacsimile feature is operable, reserve journals and articles could be transmitted via disk or CRT link thus reducing some of the photocopying, particularly for items that are optional or little used. Interlocation transfer of the primary document would save considerable processing time and materials. It could also enable the document to remain in place, reducing the problems of theft and mutilation.

5. Transfer of ILL materials and requests via telefacsimile can reduce damage to materials and facilitate retrieval. It also provides an opportunity to have extra-tight security.

6. Development of videotapes or disc collection of speakers and public policy forums and symposia that can be housed at the Institute with bibliographic control in the GLPP system. Perhaps the Institute may ultimately market or loan video disc reproductions of presentations.

7. Collections of Institute publications, perhaps PIN Network can house lists of raw data used.

8. A link of the PIN micros to those of the University thus tieing together the systems.

B. Emerging developments (after three years)

1. Inclusion and mounting on the Policy Information Network of pre-packaged simulations. One that immediately comes to mind is the Forrester systems analyzing the impact of social policy. It would also be assumed that some internal simulations could also be assumed to be developed and implemented. At this point, the PIN hardware may be fully depreciated. Its disposition and replacement may include higher capacity hardware.

2. CRT's can be located in classrooms and linked to the Policy Information Network as well as providing display for the video from the Institute.

3. Software collection. This can be developed as systems and programs are created and used in the Policy Information Network. Packages could be developed internally and externally to examine the multiple interactions involved in public policy and affairs.

XI. Feedback and Evaluation

Mechanisms for assessing the effectiveness of the Graduate Library for Public Policy are a vital portion of program. Informal feedback is highly valuable in the initial stages. Analysis of user data, prior to the implementation of GLPP and after GLPP has been in place in terms of items circulated and searched also will provide necessary data. Another planned mechanism is a user survey, conducted a first time to establish a base reference point and a second time, 18-24 months later, to measure changes. The first user survey is slated for six months after the implementation of the innovative structures. This survey can be carried out by the PIN system "talking to itself" during off hours.

Both OCLC and RLIN provide raw data that can be used to assess effectiveness. The use of all of this data to determine use of facilities and patron responses can help modify the model as needs evolve. The suggested structures and concepts are believed to be flexible enough to bend and change as the College and its constituents parts evolve.

XII. Recommendations

The Task Force suggestions are based on a review of options and alternatives listed in the simulations.

1. Secure a commitment on the Milne Reading Room, Draper 201, Hawley Peristyle and Draper 40, 41, 41A (or equivalent space in Draper). A commitment, or lack thereof, is crucial to future planning for GLPP.

2. Determine the date of the GSPA move since support of GSPA on the East Campus impacts planning by the University Libraries

3. Consider reallocation of staff within the University Libraries. With new library service points being created on the East Campus and with the increased clientele, more positions are needed to provide services for GLPP.

4. Utilize the Milne Reading Room for information retrieval, seminar/study and rotating current awareness collections.

5. Decide level of record changes necessary for books transferred to GLPP from Main. The Task Force recommends maintenance of author/title and subject catalogs at Main and Hawley plus maintenance of shelflist and OCLC tapes. If another option is selected from Section V, Option B is the only viable alternative of the four options.

6. Install a CRT and printer for LCS in the Milne Reading Room and in the Draper storage rooms.

7. Install an electronic security system at both of Hawley's entrance/exit doors. If Milne is used for current periodicals, install an additional security system in Milne.

8. Develop a sign proposal for GLPP.

9. Provide quality service for GLPP prior to space commitments and the moves through the Current Copy Service and the courier. Investigate feasibility of courier service seven days per week.

10. Secure the Hawley Peristyle and convert it into study space.

11. Reconsider hours of Hawley operation once GSPA moves to the East Campus. Investigate possibility of opening Milne on weekends if current periodicals are housed in Milne.

12. Analyze projected on-going costs of GLPP once space, staff, service and equipment decisions are made.

The University of Chicago Library

and

The John Crerar Library

Building Program for
A Combined Science Library

Final
Draft of

26 June 1981

~~for review~~

The University of Chicago Library

and

The John Crerar Library

I. INTRODUCTION

The purpose of this program is to provide, as adequately as possible, all the information necessary to allow the executive architect to prepare plans and specifications for the construction of a building for the merged science collections of the University of Chicago and the John Crerar Library.

The project is unique because it encompasses not only the collections of the University in sciences but the merging of these collections with the John Crerar Library. This merger will facilitate the cohesion and interchange of information among the various branches of the sciences and dramatically increase the size of the scientific collections conveniently available to both the citizens of Chicago and the students, staff, and faculty of the University. The combined book funds, coupled with the elimination of the present redundancy in acquisitions, will permit increased coverage of the literature of science and technology , while the elimination of duplicative

technical and service operations, and anticipated economies of scale will significantly reduce the unit costs of such functions in a setting permitting improved performance.

Particular attention should be given to the working habits of the creative scientists and the relationship of the Library to the laboratory and the clinic. The latter facilities are the scientist's normal working environment. The Library enables him to keep abreast of current developments and locate relevant articles and information for research projects in progress. Efficient and convenient access to information is very important, and the organization of resources and services should be highly responsive to these requirements.

The small departmental library adjacent to the office and laboratory has been characteristic of science libraries in the past and some convenient laboratory collections will continue to be needed. There are intellectual and operational advantages to a more centralized organization of informational resources, but attention must be given to the cohesive force the library serves in a departmental setting.

The rising cost of maintaining comprehensive research library collections has led to a variety of proposals for sharing costs and

improving the scope and quality of information services. Storage requirements may be influenced by the extent to which miniaturization will be achieved through microforms, video disc technology and/or computer technology. The space requirements for collections may also be influenced by the success in developing central storage systems for little-used material or for comprehensive back-up collections. The Center for Research Libraries with expanded facilities or the emergence of a national periodical center, could serve this role.

In general it is not anticipated that these efforts to reduce local operating costs will have enough impact in the next five to ten years to influence the storage requirements for the proposed building. There are, however, compelling economic reasons to examine carefully the various alternatives for storage so that the building will provide convenient access to resources until other options are available. In this connection compact shelving should be carefully explored to determine the optimal course of action between investment in the building structure or non-standard shelving systems.

Space estimates have been provided for the various areas of the building which are based on a careful analysis of the collections to be housed, the readers to be served, and the internal organization of the building. The project presents a unique set of design challenges;

these include the siting of the building and the provision of all-weather access from the physical and biological sciences, the appropriate library environment for the creative scientist, achieving maximum storage capacity at the lowest cost, and efficient access to resources with moderate operating costs. Creative and imaginative solutions to these problems are required.

II. SCOPE

The science library will be designed to accommodate all of the University of Chicago Library's present holdings in science and medicine. This will include holdings in

General Science
Medicine
Biology
Astronomy (other than Yerkes)
Physics
Chemistry
Geology and Geophysics
Agriculture
Technology and Engineering

Decisions have yet to be made on the disposition of several additional subject collections now located in branch libraries.

It is understood that one or more of the existing laboratory collections in the Research Institutes and Billings Hospital may later be transferred to the Science Library, but no decision to this effect has been made.

The John Crerar Library's unique holdings in science and technology now located at the Illinois Institute of Technology will be merged with the science collections described above and located in the new building at the University of Chicago. Crerar's rare book holdings, however, will be housed in the Regenstein Department of Special Collections.

VIII. POPULATION TO BE SERVED

The Library will serve undergraduate majors and graduate students in the sciences, the faculty, and the science-related staff of the University of Chicago. In addition, the Library will serve the education, business, and industry community now served by the John Crerar Library. This population is distributed roughly as follows:

Library	Under-Graduate Majors	Graduate Students	Faculty	Other	Total	Current Seating
Billings	-	431	292	1,014	1,737	105
Biology	313	311	102	0	723	78
Chemistry	134	102	29	40	305	76
Eckhart						
Astronomy	0	14	12	0	26	4
Physics	78	114	41	30	263	22
Geophysics	26	54	24	20	124	18
John Crerar	-	-	-	-	-	150
TOTAL	548	1,026	500	1,104	3,178	453

Notes

(a) Figures for undergraduate majors and graduate students have been reviewed by Maxine Sullivan. Autumn Quarter 1979 figures have been used.

The collections of the General Library are presently housed in the Zimmerman Library, the Fine Arts Library in the Fine Arts Center, the William J. Parish Memorial Library in the Anderson Schools of Management, and the Tireman Learning Materials Center. All of these facilities are overcrowded and fast becoming unmanageable. The most serious difficulties arise from the fact that the main Zimmerman facility now holds a far greater number of materials than it was built to hold. A plan to add $90,000 worth of additional shelving over a three year period has completed its first year. When it is completely installed by 1984, there will be a severe curtailment of space for study and reading.

The Zimmerman building currently contains just over one million volumes, well over one million microforms, and approximately 300,000 government publications, and maps as well as extensive collections of photographs, audio-visual materials, and archival collections. In addition to serving its primary campus clientele, the library is the major source for research materials in the state, serving 42,971 currently registered borrowers, both individuals and agencies. Even though the crowded conditions of the Fine Arts, Parish, and Tireman libraries must be addressed in the near future, the acute situation in the Zimmerman Library is the highest priority. It affects the greatest number of students and it can, if necessary, serve as a place for housing overflow collections from the branch libraries. For these reasons the solution to the problem is sought by moving part of its collections to a separate large facility.

A specialized science/engineering library is proposed as the best solution. This type of additional facility, which is common in other universities, is proposed for the following reasons:

1) There is increasing diversity of non-print formats - audio-visuals, digital computer, tapes, analog tapes, etc. The disciplines involved are quantitatively based - in future numeric data will be accessed via computer rather than the book-based distribution system.

2) More information service must be negotiated using highly specialized subject vocabularies in contact with computerized bibliographic utilities. Specialized personnel are necessary.

3) Emerging fields of investigation create new subject vocabularies at a rapid rate.

4) Multi-disciplinary science trends are increasing.

5) In contrast to the "soft" disciplines, the sciences place heavy emphasis on journal/serial literature.

6) The literature is burgeoning, indeed doubling, every six years. Information requests must be satisfied quickly from this tremendous quantity of literature.

7) The collections which cover the subjects used by people in science and engineering departments are relatively easy to identify and select out from the main Zimmerman collection-about one-third of the total. While some duplication of materials will be necessary in popular periodicals and in some reference books and indexes, the needed duplication for these fields is less than there would be for any other separate collection.

8) The volume of supported research activity in these departments makes it desirable that a dedicated facility be located closer to most of these departments. A dedicated research environment is needed, which will support the faculty and graduate students with the periodicals, conference proceedings, annual reviews, indexes, and online bibliographic search services.

Since the Zimmerman building will still be the main branch of the General Library, it will continue to house the administrative offices, the technical services functions for processing books and other materials, and such special services as interlibrary loans and special collections. The functions of the Science/Engineering Library will be primarily devoted to housing collections and providing direct services to students and faculty.

The functions would include:

- Circulation and Reserve
- Offices
- Workrooms, Equipment Repair
- Serial/microform Service
- Periodical Reading and Shelving
- Government Publications Collection
- Map Service
- Reference Service
- Online Search Service
- Large and Small Group Study and Instruction
- Individual Study
- General Shelving

The proposed facility would be similar to those of other universities:

	University of Arizona	Arizona State University	Washington State University	University of New Mexico
Number of study stations	1,364	1,050	888	1,058
Capacity in Volumes	300,000[A]	300,000[A]	450,000[A]	350,000
Fields Served				
Biology	X	X	X	X
Chemistry	X	X	X	X
Geology	X	X	X	X
Mathematics	X	X		X
Physics	X	X	X	X
Chem/Nuclear Engineering	X	X	X	X
Civil Engineering	X	X	X	X
Computer Science	X	X	X	X
Electrical & Computer Engrg.	X	X	X	X
Mechanical Engineering	X	X	X	X
Physical Geography	X	X		
Archeology	X			
Psychology	X		partial	
Gross Square Feet	122,142	94,000	123,231	94,539
Net Assigned Square Feet	95,283	60,000	94,086	63,026

[A] Estimated

BEST COPY AVAILABLE

SPECIAL CONSIDERATIONS

The library should have convenient access for both the campus and off-campus users. Use of the library will depend heavily on the availability of parking nearby.

The library should have grid wiring and cable access throughout the building to provide flexibility in use of all areas. This might include point-of-use AV equipment in stack areas, lighted signs and exhibits, wired carrels and tables, or terminals for public and staff use.

Instead of card catalog, the index to the library's collection will be through the General Library Inventory Control System, a computerized circulation and public catalog system. The back up for this system (in case of computer down time) will be a rapid search computer output microform (COM) system which will have all but the most recent acquisitions. Therefore both the staff and the public will need access to equipment for searching both systems.

It is assumed that all service areas will have wheelchair height study stations even if not specifically requested.

The drive-up book drop should have easy access to the loading dock.

The staff at the Circulation Counter should be able to monitor the exit gates. An exit from the circulation counter should not be more than ten feet from the exit gates.

Not all small study rooms should have glass walls. Some should be sound proof and some may be used to house expensive equipment for visually handicapped people.

One large group study room should be grouped with several small group study rooms and several closed carrels for possible use as a tutoring center.

The microform area provides equipment for microforms of serials, monographs and government publications.

BEST COPY AVAILABLE

The online search room is used in several ways-- by two librarians each searching at a terminal, by one librarian with a patron refining a searching at the table or at a terminal, by several visiting librarians at the table having a workshop by a vendor, or by one librarian demonstrating a search to a group of students or visitors who stand around the terminal.

All general seating/shelving areas should be able to hold weight of book stacks, map cabinets and microform cabinets.

The sign system should be a completely integrated system similar to that designed by Nancy McAdams for the Zimmerman Library building.

All areas having photocopiers, microform machines, terminals, or typewriters need the appropriate cable and electrical outlets.

The government publications collection should be near the reference service area so reference librarians can provide reference service. Some space could be saved, perhaps, by combining the government publications service/work area with the reference work room.

Some government documents come in paper form and some in microfiche so the collection will overlap with the microform collection.

In 30 and 60 person study rooms the 24 chairs and six tables will sometimes be used instead of the table arm chairs and do not add to the total number of seats.

PRIORITY II AREAS

1. Computer Substation
2. Video Viewing Rooms
3. Circulation Office
4. Bindery preparation area

BEST COPY AVAILABLE

Library Automation Newsletter

DOUGLAS LIBRARY
Administration Office

Vol. 4, No. 2
March, 1983

Queen's University
Kingston, Canada

Queen's University Library is unique in its decentralization. This has some well-documented disadvantages, but many advantages, especially to the users. Moreover, the branch libraries have become an accepted part of the library system, and there is no space in the main library to accommodate either their collections or their service points and users. So until we can afford a new central main building, we have tried to adapt the system we have for the optimum use of everyone. There are 12 branch locations:

Art
Biology
Chemistry
Civil Engineering
Dupuis Hall
Electrical Engineering
Geological Sciences
Mathematics & Statistics
Mechanical Engineering
Music
Physics
Psychology

Art and Music are supervised by Eve Albrich, the rest by Amelia Laing, obviously one of the most peripatetic staff members on the campus.

Automation has enabled us to overcome the biggest single drawback of the decentralized branch system, the lack of a union catalogue in each location. We are creating our machine readable bibliographic file to concentrate records for all our holdings in one data base to which the public query terminals give immediate access from any point on the campus. In the Summer of 1982 a public query terminal was installed in each branch, giving access to the central data base. Today users in all branches can access the holdings throughout the system, which is most convenient especially in bad weather.

On-line circulation has been introduced into three branch libraries to date, Psychology, Geology and Civil Engineering. The advantages are the same as in Douglas: there is less paperwork, records are more accurate, no time is spent writing overdue notices, recalls are simple and the staff has no difficulty with the indecipherable signatures and fictitious names which occasionally plagued the manual system.

Before automated circulation is introduced to a branch library, an inventory is taken to ensure that the collection is in good order, and that all the items are barcoded. Most of the branch collections have

been barcoded by now but there are still some volumes which need attention. As branch staff have time, usually in summer, the barcoding is being completed so that any branch can proceed to automate its circulation.

Next the department head and faculty of the subject area are consulted, so that the final procedures for implementation are acceptable to all. User consultation and acceptance is essential for success.

Much of the work for automated circulation in the branches falls upon the staff at the main circulation desk and the Reserve Room in Douglas. Updating or modifying fine records, sending overdue/recall/fine notices, updating patron records, and changing location for items to be transferred to and from the storage area are all handled at the Main Circulation Desk, and the Reserve Room staff make up course badges necessary for running individual reserve operations in the branches. Responsibility for training in using Geac terminals for circulation purposes and reserve processing functions performed by the Circulation and Reserve staff, has recently been taken over by the Library data processing librarians.

So far the response to automated circulation in the branches has been good. No major problems have been reported from any of the three branches, and the only repeated complaint is from users who have to walk to the Douglas Library to pay fines if they are incurred.

The long-standing problem in the branch libraries has always been, and still is, too few staff. Even the largest and busiest of the branches has only two FTEs and some of the smaller ones, such as Electrical and Mechanical Engineering have only 1/2 FTE. On-line circulation necessitates having a staff member who knows how to charge out books, always within close range of the circulation desk. Consequently, the actual arrangement of the library collection, the location of the circulation desk and of the terminals, becomes extremely important.

In Psychology and Civil Engineering, minor adaptations had to be made, and in Geology fairly major shifts of stacks and equipment were undertaken, with the approval and cooperation of the department. In Geology particularly, the entire rearrangement has resulted in a much more pleasing environment as well as a more efficient workplace.

At present, the delay in automating circulation in additional branches is caused by the lack of terminals and the load on our system. As we acquire terminals, and are able to add more to the system, we hope to add four or five branches per year. For reasons of staffing and procedure, Dupuis Hall, Chemistry and Music will undoubtedly be the last to come on-line. The layout of these libraries makes it difficult to watch the desk if the staff are more than twenty feet away, and the level of information and circulation is such that shelving is continuous and heavy. However, since we still have several other branches to prepare for automation in the meantime, the delay in bringing up Chemistry, Dupuis and Music is not going to cause any difficulty.

THE UNIVERSITY OF TEXAS AT AUSTIN
THE GENERAL LIBRARIES
AUSTIN, TEXAS 78712

May 10, 1983

TO: Linda Beaupré

FROM: Virginia Phillips VP

SUBJECT: Extension of Automated Circulation to Branch Libraries

Jean Hamrick chaired the meeting at which the extension of automated circulation to branch libraries was discussed by Jo Anne Hawkins, Suzanne Marshall, Bruce Miller, Mary Seng, and myself. The meeting was in response to my memos to Jean on ICS terminal installation dated April 26, Conversion of the Architecture Collection dated May 5, and Automation of the Classics Library dated May 5.

Jean opened the meeting by saying that she had prepared a chart listing the items to be completed in each library before the system could be extended. Current status for each item was also noted. The libraries involved are Science, Geology, Chemistry, P-M-A, Architecture and Classics. The items to be completed are coding, site preparation, relabeling, training and start-up date.

Coding

The latest available information indicates that the coding in the branch libraries will be completed as follows:

Science	June 6
Geology	June 10
Chemistry	September 1
P-M-A	November ?
Architecture	Complete
Classics	Complete

Site Preparation

The status of the site preparation for the installation of the equipment in each unit is:

Science	Complete
Geology	Work order has been submitted to Physical Plant

Chemistry	Work order has been submitted to Physical Plant
P-M-A	Work order will be written and submitted in the next few weeks
Architecture	Nothing
Classics	Nothing

For the unit in Science to be operational a port is needed. Data Processing has ordered this and it is to be shipped mid-May. It will need to be installed before the Science terminals can be made operational. This particular piece is needed only for units in the Main Building; it will not be needed in any other library unit.

It will take one day of George and Bruce's time to examine Architecture and Classics to do the site preparation and write the work order to submit to Physical Plant. This is to be done as soon as possible since George will be involved in another project during June and because of the lead time necessary for projects submitted to Physical Plant. Four cables are to be pulled in Architecture; two in Classics. Physical construction work is not anticipated in either of these two units.

Mary estimates it is taking six to eight months for work orders submitted to Physical Plant to be completed. Some parts of the work (e.g., electrical work) are completed fairly quickly; carpentry work takes much longer. Site preparation work in Architecture and Classics may be completed before Geology and Chemistry if they only require cable to be pulled and no physical changes to the circulation desks and counters. Installation in Architecture and Classics will be as simple as possible.

Relabeling

The collection in Architecture and Classics will need to be converted from book card to OCR labels. A project to determine the feasibility of this was conducted by Bruce and it can be done without a terminal on site. 20,000 pairs of labels are on hand and are to be divided between the two units. 20,000 additional pairs of labels are to be ordered. If necessary, Ann Nelson can run a few labels for use until those ordered are received.

Bruce and Eloise will be responsible for the project in Architecture; Bruce and Bernice, in Classics. Eloise projects completion of the Architecture project this summer. Bernice will project a completion date after it is underway. The project will begin in Architecture on May 18; in Classics on June 8.

Training

Training for staff will start the week of May 16. Staff in Science, Geology, Chemistry, Architecture and Classics will be contacted for training. Jo Anne Hawkins and staff will do the orientation and training for the transition from non-automated to automated status and the role of the Circulation Services Department in the maintenance and management of the system. Specific items covered include fine and fee assessment, billing

and cancellation, statistics, and computer output. Suzanne Marshall will train staff on the functional aspects of the system and prepare date due tables. Much of her training is on a one to one basis. This will start soon in the Science Library; other units will be contacted later in the summer. Suzanne estimates that it takes a minimum of 12 hours to train a core or key group in each unit. This group in turn will train others on the branch staff. I will be attending these training sessions along with the branch staff.

Start-up dates

The Science Library start-up date will be May 30 or as soon thereafter as all equipment is installed and available for use. The coding of the collection will be so nearly complete that no problem is anticipated.

Tuesday, August 16 has been selected as the start-up date for four units: Geology, Chemistry, Architecture and Classics. This is assuming that site preparation has been completed and that sufficient knowledgeable personnel are available to help out on-site when the system is first brought up in a unit. Depending on site preparation, we may be bringing up 0-4 units on this date. If all units are not started on that date, each unit will be brought up as soon as possible thereafter.

This date was selected after careful considereation of all factors and personnel involved. Suzanne indicated that it would be difficult to complete all aspects of the training for Geology by July 8, a recommended start-up date, while she was still training Science Library staff. She felt more comfortable bringing both Chemistry and Geology up at the same, but later, time.

We considered the effect of bringing up four units at the same time on other automation and circulation projects. Some projects and refinements to the circulation system may slide, e.g. the search/hold/recalls and the Circulation Manual. This will place a heavy workload on Suzanne; she will not be able to spend as much time on some other projects. However, we felt that even though some projects might be delayed temporarily, that in the long run automation would proceed more in the future if extension to the branch libraries received a high priority this summer.

We reviewed staff available to be on site on the August 16 start-up date. Suzanne and Bruce will be available; Joe Ellison is already knowledgeable about many aspects of automated circulation; Susan and Nancy will have had experience and may be available; Don Howard in Architecture has had experience with charging, discharging, and searching in the Fine Arts Library.

Other

Other items mentioned in the meeting covered location of terminals, extension to Benson and Public Affairs, an automated circulation user discussion group, and the need for "troubleshooters" on the Circulation Services staff.

This has not received final approval and is therefore subject to change, but terminals have been designated for initial placement as follows: Science-3, Geology-2, Chemistry-2, P-M-A-2, Architecture-2, and Classics-1.

It was noted that a number of factors relating to extending the system to Public Affairs are still unresolved.

Work orders regarding site preparation in Benson will be written after June. There is no urgent reason to push for extension there this summer.

The feasibility of adding the Architecture database to the prototype on-line catalog was mentioned.

Jo Anne mentioned the possibility of an "Automation Discussion Group," membership to include at least one person from each automated unit. Such a group would meet monthly to discuss a specific problem or to serve as a question and answer period. This group would serve more as a "support" group to those working with the system; it would not replace or duplicate the Circulation Services Committee.

It was also noted that one person needed to be a "troubleshooter" for the automated circulation system. It is not possible to add this duty to the responsibilities of anyone currently on the staff in either Suzanne's or Jo Anne's units.

I will be discussing this with the branch librarians on May 11. Let me know if you have any questions.

VP:ch/sp

xc: Jean Hamrick
Jo Anne Hawkins
Suzanne Marshall
Bruce Miller
Mary Seng
Administrative Group
Branch Librarians

OFFICE OF MANAGEMENT STUDIES

ASSOCIATION OF RESEARCH LIBRARIES 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • (202) 232-8656

SELECTED READINGS ON BRANCH LIBRARIES, CENTRALIZATION AND DECENTRALIZATION

Association of College and Research Libraries. "Guidelines for Branch Libraries in Colleges and Universities." (July, 1975) in College & Research Libraries News, October 1975, pp. 281-283.

Bruno, J. Michael. "Decentralization in Academic Libraries," Library Trends, January 1971, 311-317

"Centralization or Decentralization of Library Collections: A Symposium." Journal of Academic Librarianship 9 (1983) 196-202

Mount, Ellis. University Science and Engineering Libraries: Their Operation, Collections, and Facilities. Westport CT, Greenwood Press, 1975. See especially chapter 2, "Organizational Patterns and Locations of Libraries," pp. 13-22.

Raffel, Jeffrey, and Robert Shishko. "Centralization vs. Decentralization: A Location Analysis Approach for Libraries." Special Libraries, March 1972, 135-143.

Shoham, Snunith, "A Cost-Preference Study of the Decentralization of Academic Library Services." Library Research 4 (1982) 175-194.

Waldhart, T., and L.G. Zwiefel. "Organizational Patterns of Scientific and Technical Libraries: An Examination of Three Issues," College and Research Libraries 34 (1973) 426-435.